

# Robeson Technical College 1983-85



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# **Robeson Technical College 1983-85**

**General Catalog  
1983-84 1984-85**

**Drawer A, Highway 301 North, Lumberton, NC 28358  
Phone (919) 738-7101**

Robeson Technical College is a member institution of the North Carolina Department of Community Colleges and is a fully accredited member of the Southern Association of Colleges and Schools.

ADMISSION TO ANY AND ALL EDUCATIONAL PROGRAMS OFFERED BY ROBESON TECHNICAL COLLEGE IS MADE WITHOUT REGARD TO RACE, COLOR, SEX, RELIGION, AGE, HANDICAP, OR NATIONAL ORIGIN.

**VOLUME 10**

**FEBRUARY 1983**





# General Policies

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## **Privacy Rights Act of Parents and Students Public Law 93-380**

Robeson Technical College adheres to the guidelines developed by the Department of Health, Education and Welfare regarding the Privacy Rights of Parents and Students.

The college provides students and parents of dependent students access to official records directly related to them and limits dissemination of personally identifiable information without the student's consent. Students enrolled at Robeson Technical College may review guidelines and procedures regarding Public Law 93-380 in the Student Handbook, in the office of Admissions, and/or office of Records and Registration.

## **Nondiscrimination Policy**

Robeson Technical College's Board of Trustees and Staff recognize the importance of equal opportunity in all phases of the college's operations and has officially adopted a position of nondiscrimination on the basis of race, color, sex, age, religion, handicap, national origin, or other non-relevant factors. This policy applies to both students and employees at all levels of the school's operations.

## **General**

Robeson Technical College publishes this catalog in order to provide students and others with information about the college and its programs. The provisions of the catalog are not to be regarded as an irrevocable contract between student and RTC. The college reserves the right to change any provisions, requirements or schedules at any time or to add or withdraw courses or program offerings. Every effort will be made to minimize the inconvenience such changes might create for students.

The Student Handbook is also an official publication of the college. Policies, procedures, and regulations may occasionally vary between the two documents. If this does occur, information in the Student Handbook will supercede information in the Catalog, for the Student Handbook is generally a more current publication than the Catalog.

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# 1983-84 Calendar

## Day Curriculum

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### Fall Quarter

September 6	Freshman Orientation & Registration (Two sessions-Morning & Afternoon)
September 7	Computer Workday
September 8	Business & Returning Students Registration
September 9	Computer Workday
September 12	Classes Begin
November 24-25	Thanksgiving Holidays
November 29	Classes End
November 30	Instructors' Workday

### Winter Quarter

November 30	Registration
December 1	Registration
December 2	Computer Workday
December 5	Classes Begin
Dec. 19-Jan. 1	Christmas Holidays
January 2	Classes Resume
March 2	Classes End
March 5	Instructors' Workday

### Spring Quarter

March 5	Registration
March 6	Registration
March 7	Computer Workday
March 8	Classes Begin
April 20-23	Easter Holidays
May 25	Classes End
May 28	Instructors' Workday

### Summer Quarter

May 29	Registration
May 30	Computer Workday
May 31	Classes Begin
July 4	Holiday
August 9	Classes End
August 9	Commencement Rehearsal
August 10	Instructors' Workday
August 10	Commencement
August 13-24	Instructors' Vacation

**Fall, Winter, Spring Quarters:**

**55 days - 50 minute sessions**

**Summer Quarter:**

**50 days - 55 minute sessions**

# 1984-85 Calendar

## Day Curriculum

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### Fall Quarter

September 4	Freshman Orientation & Registration (Two sessions-Morning & Afternoon)
September 5	Computer Workday
September 6	Business & Returning Students Registration
September 7	Computer Workday
September 10	Classes Begin
November 22-23	Thanksgiving Holidays
November 27	Classes End
November 28	Instructors' Workday

### Winter Quarter

November 28	Registration
November 29	Registration
November 30	Computer Workday
December 3	Classes Begin
Dec. 19-Jan. 1	Christmas Holidays
January 2	Classes Resume
March 1	Classes End
March 4	Instructors' Workday

### Spring Quarter

March 4	Registration
March 5	Registration
March 6	Computer Workday
March 7	Classes Begin
April 5-8	Easter Holidays
May 24	Classes End
May 27	Instructors' Workday

### Summer Quarter

May 28	Registration
May 29	Computer Workday
May 30	Classes Begin
July 4	Holiday
August 8	Classes End
August 8	Commencement Rehearsal
August 9	Instructors' Workday
August 9	Commencement
August 12-23	Instructors' Vacation

**Fall, Winter, Spring Quarters:**

**55 days - 50 minute sessions**

**Summer Quarter:**

**50 days - 55 minute sessions**

# 1983-84 Calendar

## Evening Curriculum

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### Fall Quarter

August 31	New Student Orientation
September 6	Registration
September 7	Registration
September 9	Computer Workday
September 12	Classes Begin
November 23-25	Thanksgiving Holidays
December 1	Classes End

### Winter Quarter

November 22	New Student Orientation
November 28	Registration
November 29	Registration
December 1	Registration
December 2	Computer Workday
December 5	Classes Begin
Dec. 19-Jan. 1	Christmas Holidays
January 2	Classes Resume
March 1	Classes End

### Spring Quarter

February 27	New Student Orientation
February 29	Registration
March 1	Registration
March 6	Registration
March 7	Computer Workday
March 8	Classes Begin
April 19-23	Easter Holidays
May 28	Classes End

### Summer Quarter

May 24	New Student Orientation
May 24	Registration
May 28	Registration
May 29	Registration
May 30	Classes Begin
July 4	Holiday
August 6	Classes End
August 9	Commencement Rehearsal
August 10	Commencement

# 1984-85 Calendar

## Evening Curriculum

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### Fall Quarter

August 29	New Student Orientation
September 4	Registration
September 5	Registration
September 7	Computer Workday
September 10	Classes Begin
November 21-23	Thanksgiving Holidays
November 29	Classes End

### Winter Quarter

November 20	New Student Orientation
November 26	Registration
November 27	Registration
November 29	Registration
November 30	Computer Workday
December 3	Classes Begin
Dec. 18-Jan. 1	Christmas Holidays
January 2	Classes Resume
March 5	Classes End

### Spring Quarter

February 25	New Student Orientation
February 27	Registration
February 28	Registration
March 5	Registration
March 6	Computer Workday
March 7	Classes Begin
April 4-8	Easter Holidays
May 27	Classes End

### Summer Quarter

May 23	New Student Orientation
May 23	Registration
May 27	Registration
May 28	Registration
May 29	Classes Begin
July 4	Holiday
August 6	Classes End
August 8	Commencement Rehearsal
August 9	Commencement



# Officers of Administration

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## BOARD OF TRUSTEES

A.D. Lewis, Jr.	Chairman
Milton Ray Hunt	Vice Chairman
R. Craig Allen	Secretary

## APPOINTED BY COMMISSIONERS OF ROBESON COUNTY

### EXPIRATION OF TERM

Vernon Floyd	June 30, 1983
B.C. McBee	June 30, 1987
Herman Dial	June 30, 1985
Pete Ivey	June 30, 1989

## APPOINTED BY ROBESON COUNTY BOARD OF EDUCATION

John L. Carter	June 30, 1989
A.D. Lewis, Jr.	June 30, 1987
Guy P. McCormick	June 30, 1985
Earl Musselwhite	June 30, 1983

## APPOINTED BY GOVERNOR OF NORTH CAROLINA

Gene Ballard	June 30, 1987
Milton Ray Hunt	June 30, 1983
Glenn A. Maynor	June 30, 1985
John W. Oxendine	June 30, 1989

## GENERAL ADMINISTRATIVE STAFF

Robert Craig Allen	President
Lola B. Bracey	Secretary
Eddie M. Locklear	Vice President Administration & Personnel
Anne Bottenfield	Secretary
Tamra B. Riggins	Director, Marketing & Public Information

## BUSINESS SERVICES STAFF

Russell E. Hellekson	Vice President, Business Services
Carol Powers	Secretary
Rosa W. Cooper	Accountant
Lynn R. Price	Assistant Accountant
Robert Hill	Coordinator of Equipment and Evening Programs
Everette "Chip" Bass	Purchasing Agent/Bookstore Manager
Jackie A. Lovette	Receptionist
Carol Knight	Evening Receptionist
Nancy M. Hardin	Accounts Receivable Clerk

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## **STUDENT SERVICES STAFF**

R. Frank Leggett, Jr. . . . . Vice President, Student Services  
Ruth R. Williams . . . . . Secretary  
Judith A. Revels . . . . . Director of Admissions  
Melissa McMahon . . . . . Secretary  
Robert J. Lewis, Jr. . . . . Director of Financial & Veteran Services  
Mary Roberts . . . . . Secretary  
Brenda Scott . . . . . Counselor  
Vonnie Jacobs . . . . . Secretary  
Mary P. Hughes . . . . . Registrar  
Anna Maynor . . . . . Records Officer  
Nelda Jones . . . . . Secretary  
Joyce W. Beatty . . . . . Counselor  
Donald B. Smith . . . . . Placement, Recruiter, SGA Coordinator  
Kenny Wilson . . . . . Coordinator of Handicapped Services

## **ADULT & CONTINUING EDUCATION SERVICES STAFF**

Fred G. Williams . . . . . Vice President, Adult & Continuing Education  
Nell Reising . . . . . Secretary  
Hubert F. Bullard, Jr. . . . . Director, Occupational Education  
Judy Autry . . . . . Secretary  
D. Justin Oliver . . . . . Coordinator, Cooperative Skills  
Gay P. Melvin . . . . . Secretary  
T. Eugene Mercer . . . . . Director, Basic Education  
Carolyn Britt . . . . . Secretary  
Rudy Locklear . . . . . Coordinator, HRD  
Cora Brewington . . . . . Recruiter/Counselor/Instructor Basic Education  
Jeannie Johnson . . . . . Director, Enrichment Education  
Ethel G. Locklear . . . . . Secretary

### **Learning Laboratory**

Sandra Johnson . . . . . Director, Learning Laboratory  
Lugennia Hunt . . . . . Learning Laboratory Assistant

## **VOCATIONAL & TECHNICAL EDUCATION SERVICES STAFF**

Max H. Lippard . . . . . Vice President, Vocational & Technical Education  
Georgia Langley . . . . . Secretary  
Harold B. Thompson . . . . . Associate Vice President, Evening  
Technical & Vocational Programs  
Nancy Blue . . . . . Secretary  
Sarah Brown . . . . . Secretary, Educational Assistant

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Brenda McKinney..... Secretary, Educational Assistant

**Learning Resources Staff**

Alice Wilkins..... Director, Library

Marilyn S. Locklear..... Evening Library Coordinator

Sammy R. Layell..... Audiovisual Coordinator

Margaret A. Locklear..... Library Assistant

Debra Brooks..... Secretary to Library & HRD

**Graphic Arts**

Jimmy L. Reese..... Graphic Arts Specialist

Olympia Swindell..... Secretary, Graphic Arts & Public Relations

**Faculty**

John C. Atkinson..... Business Education

James H. Bass, Sr..... Machinist

Betty M. Biggs..... Cosmetology

Betty Joan Bissell..... English

Sarah M. Britt..... Business Education

Collie Brown..... Masonry

William S. Brown..... Mathematics and Science

Henry Bruce..... Sewing Machine Maintenance

J. Lewis Bryan..... Machinist

William M. Bryan, Jr..... Welding

Mary Frances Burns..... Tutorial Coordinator

Charles A. Carter..... Industrial Electronics

Crafton Chavis..... Mathematics

Charles Clapper..... Air Conditioning, Heating and Refrigeration

Melford Clark..... Automotive Body Repair

Brenda Cooper..... Nursing

John D. Downs..... Business Education

George Emerick..... Police Science

Eugene Helgren..... Electrical Installation

Edythe B. Hill..... Nursing

Evelyn Hunt..... Cosmetology

Helen K. Ivey..... Business Education

Robin F. Kincaid..... Business Education

Lois Kinlaw..... Nursing

Jack M. Kluttz..... Automotive Mechanics

Deborah Lane..... Accounting

Julius Lowry..... Welding

Lynda MacLeod..... Developmental Studies

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Silas McColl.....	Automotive Mechanics
Pauline H. McNair.....	Developmental Studies
William McNeill.....	Reading Specialist
James Theodore Moore.....	Industrial Electronics
Edward M. Nicholson.....	Psychology
Elizabeth T. Nye.....	Nursing Director
Kenneth W. Pauli.....	English
Marlene Perry.....	Nursing
George G. Pope.....	Automotive Mechanics
Ann M. Revels.....	Business Education
J.D. Revels.....	Electrical Installation
Frances L. Scott.....	Vocational Related
Georgia Simpson.....	Business Education
Jan Singley.....	Nursing
Rudine Smith.....	Nursing
Shaffer F. Smith.....	Electrical Installation
Ellen Warwick.....	Business Education
Curtis K. Watson, Jr.....	Police Science
Elaine Whitfield.....	English
Charles Wright.....	Carpentry

## **MAINTENANCE AND CUSTODIAL STAFF**

Stacy P. Bullock.....	Custodian
Paul Chavis.....	Custodian
Vickie Chavis.....	Custodian
George F. Currie.....	Custodian
Virgie M. Currie.....	Custodian
Boyd A. Humphrey.....	Supervisor, Custodian
Howard Humphrey.....	Custodian
Thomas R. Jacobs.....	Custodian
Alton B. Locklear.....	Custodian
William McLean.....	Custodian
Arthur H. McMillan.....	Custodian
Bobby Prevatte.....	Custodian
Alma S. Robinson.....	Custodian
Johnny Rogers.....	Custodian
Jack E. Sinclair.....	Custodian
Adrienne Stanley.....	Custodian

# General Information

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# The School

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## HISTORY

Robeson Technical College was established in 1965 at the Barker Ten-Mile Elementary School as an extension unit of Fayetteville Technical Institute, serving all who could benefit from instruction. Two years later it became an independent institute, operating through a contractual arrangement with the Robeson County Board of Education. A local Board of Trustees was appointed, four by the Robeson County Board of Education and four by the Robeson County Commissioners.

On July 1, 1971, the college's legal status changed to that of a chartered institution. The number of trustees increased to twelve, with the additional four appointed by the governor.

In succeeding years the expansion of full-time and part-time programs required additions to the campus facilities and required the use of centers scattered over the county. The expansion was the result primarily of the college's having recognized the needs of area residents and having attempted to meet those needs.

In 1973, RTC opened a new campus north of Lumberton at the intersection of Highways 301 and I-95. The site contains 78 acres of land, enough for needed expansion, and almost 80,000 square feet of attractive, modern buildings. Total investment for the new facilities and equipment approximates over two million dollars. Funds were secured from the Economic Development Administration, Coastal Plains Regional Commission, State Board of Education, and Robeson County.

The college has 23 degree and diploma programs on the post-secondary level and over 200 different courses in the Adult Continuing Education program. The open-door policy of the institution grants enrollment in those programs and courses to all who wish to develop their interests and who have the ability to do so.

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## PHILOSOPHY, PURPOSE AND OBJECTIVES

Robeson Technical College subscribes to the philosophy that every individual has the right to pursue further education compatible with his <sup>their</sup> interests and abilities. Therefore, as an open-door institution, it provides a range of educational programs of general, occupational, and cultural education to meet the needs of adults within the region it serves. The institution helps promote continued industrial, business, and economic growth and assists in the development of cultural activities which are of interest throughout the service area.

The purpose of Robeson Technical College is to make available for adults a broad range of educational opportunities related to individual interests, abilities and career choices. To fulfill this purpose, the College provides educational opportunities to enable each individual to develop to the maximum extent of his <sup>their</sup> abilities. The College will continue to develop programs which will afford the individual the opportunity to understand his needs for continued growth and development in the areas of mental and physical health; cultural, social, civic and moral responsibilities; creative expression; aesthetic appreciation; economic insight; worthwhile leisure activities; career aspirations.

To achieve these purposes, Robeson Technical College has the following specific objectives:

1. To provide general educational opportunities for adults regardless of their previous educational experiences.
2. To provide two years of general education leading to the Associate Degree in General Education.
3. To provide certificate, diploma, and Associate Degree programs to prepare students for employment in various occupations.
4. To provide leadership and to serve as a center to foster cultural, economic and social development in the community.
5. To provide cooperative co-educational programs with various governmental agencies for the disadvantaged and handicapped citizens of this area.
6. To provide short-term occupational courses for business and industry or for adults who need retraining or additional job skills.
7. To provide counseling and other guidance services to meet individual needs of the citizens of the area.

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## **ACCREDITATION**

Robeson Technical College is a tax-supported, public, nonprofit school. It is accredited by the Southern Association of Colleges and Schools. Most programs offered by the college have been approved for the enrollment of eligible veterans. The Nursing program is approved by the North Carolina Board of Nursing, and the Cosmetology program by the North Carolina State Board of Cosmetic Art Examiners.

## **LIBRARY**

The Robeson Technical College Library is conveniently located adjacent to the student lounge. Its attractive, well lighted surroundings are a pleasant place for research, study, or leisure reading. It is well stocked with books, periodicals, newspapers, and audiovisual materials which have been carefully selected to support the degree, diploma, and enrichment programs offered by the college. Audiovisual equipment is housed in the library where it is readily available to instructors and students for classroom or educational use.

The library is staffed by two professional librarians, an audiovisual coordinator, a library assistant, a secretary, and student helpers. Library hours are from 8 a.m. to 10 p.m. Monday through Thursday, and from 8 a.m. to 5 p.m. Friday. The library is closed weekends and holidays. Use of the library is not limited to registered students; anyone interested in using the library is welcome, and borrowing privileges may be obtained simply by filling out a registration card. Books, periodicals and records are loaned for three weeks. Renewals may be obtained in person or by telephone. To encourage prompt return or renewal of materials, a 5-cent per day fine is charged on overdue materials. Lost or badly damaged materials must be paid for at replacement cost. Failure to return materials or pay charges will result in loss of borrowing privileges. Students who have not returned materials or paid fines will be obligated to do so before re-registering or graduating.

# Student Services

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Robeson Technical College provides many personal services designed to make the educational experiences of its students profitable and satisfying. The faculty and administration recognize that the central purpose of the college is to provide an environment wherein each student may achieve maximum development - intellectually, socially, and physically. The services, organizations, and activities are provided as means of contributing to the total growth of the individual.

The basic objectives of Student Services at Robeson Technical College are built upon the stated philosophy and objectives of Robeson Technical College and of the North Carolina Department of Community Colleges.

1. To interpret the college's objectives, opportunities and policies to prospective students.
2. To assist in the implementation of the "Open-Door" philosophy and policy.
3. To assist the student in satisfactorily selecting, entering, progressing within, and completing a course of study whether general, technical, trade, upgrading, basic education, or cultural in nature.
4. To provide a professional, competent, and continuing counseling program in assisting students with academic, vocational, personal, and social - economic problems.
5. To properly record, maintain, and make available to proper persons information regarding students.
6. To provide, develop, encourage, and evaluate a program of student activities.
7. To encourage suitable vocational-educational placement upon termination of individual studies at the college.
8. To promote and encourage programs related to the health, safety, and physical welfare of the student.
9. To initiate, encourage, complete and share systematic research and the results thereof.
10. To continuously evaluate and improve Student Services.

With these objectives, it is imperative that close, full cooperation be maintained not only within the Student Services staff, but also with the administration, faculty, students, and the community as well.

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It is with this cooperation and with these purposes that the Student Services staff dedicates itself to serving RTC students, staff, and community.

### **COUNSELING SERVICE**

Counseling services are available to help students gain a better understanding of themselves and their opportunities. Students are encouraged to express their feelings and ideas, and to examine values. Student appraisal is done in order for the student to gain a better understanding of his/her abilities, interests and needs.

Additional counseling services include: assertiveness training, study skills, personal growth, habit control (smoking), test-taking skills, self-concept development, values clarification, understanding death/dying, interpersonal relationships, job interview skills and resume writing.

Students may be referred to other people or agencies if such referrals are deemed beneficial. These may include handicapped services, mental health centers, Vocational Rehabilitation, family service agencies, etc.

### **ACADEMIC ADVISING**

After placement in a program of study, each student is assigned a faculty advisor according to the student's curriculum. The advisor is available to discuss goals, academic problems, and specific course planning as the need arises. Advisors confer with each advisee each quarter in an effort to maintain appropriate progress throughout the year. The advisor also helps to identify students who need counseling or specialized counseling services.

### **TESTING**

The placement test battery is both an entrance requirement and counseling tool for placement. The primary purpose of testing is to determine if there is a reasonable match of academic readiness of the student and the academic requirements of the program that the student is interested in pursuing. Tests results are used to determine whether or not a student is ready to enter a particular program and if the student is not ready, to identify the basic academic weaknesses



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that exist. The student will be placed in the program of choice or will be placed in courses to remove academic deficiencies.

Specialized tests will be administered upon request of students and faculty depending on the need and availability of the tests. Vocational inventories are an example. Students who are undecided about a career choice are encouraged to see a counselor to schedule such a test. Referrals will be made to other agencies for testing when appropriate.

### **TUTORIAL SERVICES**

Tutorial services are available to those who need extra help with particular subject areas. Students on academic probation will be encouraged to attend tutorial sessions until they meet satisfactory academic requirements. You may obtain tutorial assistance through your advisor, the tutorial coordinator, or a counselor.

### **VETERAN SERVICES**

Information and requests pertaining to veteran affairs can be secured from the Director of Veteran Affairs in Student Services. The veteran student must maintain satisfactory academic progress, attendance, and conduct for continued eligibility payments. Refer to Veterans Affairs section of the Student Handbook.

### **PLACEMENT SERVICES**

Placement service is available to students seeking part-time or full-time employment. The Director of Student Placement maintains contact with employers who are looking for qualified applicants and schedules interviews on and off campus throughout the year. Students and alumni are encouraged to use this service as often as they wish.

### **FINANCIAL ASSISTANCE**

Information and applicants for financial assistance can be secured from the Director of Financial Aid in Student Services. (Refer to Financial Assistance section of catalog.)

### **BULLETIN BOARD COMMUNICATION**

Bulletin Boards are used for official communication of the college. Students are expected to read announcements daily to keep informed about pertinent information. Bulletin boards are located throughout the campus.

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## **HEALTH SERVICE**

Robeson Technical College, a commuter college, maintains no health facilities other than first aid equipment. The responsibility for medical services rests with the student and his parent or guardian. Emergency facilities are available at Southeastern General Hospital, Lumberton, and a registered nurse is on campus or on call during the day. In case of emergency, an instructor or Student Services should be notified immediately.

Confidential records concerning the general health of physical disabilities of students are maintained in the Student Services office. Appropriate faculty members are informed in a confidential manner of special disabilities of students with whom they come into contact when such information may be vital to the welfare of the student.

## **ORIENTATION OF FRESHMEN AND TRANSFERS**

Orientation is planned to welcome entering students and to provide a smooth and successful adjustment to the school and its personnel. The program is designed to acquaint students with academic policies, co-curricular activities, fellow students, and the school facilities.

## **STUDENT HANDBOOK**

A student handbook, issued at orientation, is prepared by Student Services with the aid of interested faculty, staff, and student council members. The handbook is a guide for students in acquainting themselves with practices, policies, and procedures of the college. Copies are issued during orientation and are on hand at all times in the Student Services office.

## **STUDENT RECORDS**

An official transcript of academic work at Robeson Technical College will be forwarded upon request to schools in which the student seeks or intends to enroll without personally notifying the parent or eligible student. The first two transcripts requested will be prepared without charge. Additional transcripts will be prepared at a cost of one dollar (\$1) per copy. No transcripts will be released until the student account is cleared with the Business Office.

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Transcripts will not be released to any agency, other than schools, without a waiver being signed by the parent or eligible student making the request.

## **HOUSING**

The college does not operate dormitory facilities, nor does it assume responsibility for housing. Upon request Student Services personnel assist students in locating adequate facilities in the vicinity. The college does not accept responsibility for student conduct or activities off the school campus except for school-sponsored activities.

## **POLICY GOVERNING MISCONDUCT**

Students are expected to display the qualities of courtesy and integrity that characterize the behavior of ladies and gentlemen. In order to protect the rights and privileges of all students, a policy governing student misconduct has been adopted by the Board of Trustees. A copy of the complete policy is on file in the library. Upon request, students may obtain a complete copy from the Student Services office. The policy describes procedures followed in producing a reliable determination of the issues, while assuring students fairness and due process of law in any case that may terminate in expulsion.

## **GRADUATION**

The Registrar and/or Records Officer review records for each graduate to determine that all requirements and obligations have been met.

### **Requirements and Obligations**

1. Submit an application for graduating to the Registrar immediately after registering for their final quarter of study.
2. Complete all required courses.
3. Have a minimum quality point average of 2.0.
4. Pay graduation fee of \$15.00. Students approved to graduate in absentia are not exempt from this fee.
5. Have final grades on courses originally graded "I".
6. Must have all financial obligations to the school taken care of. This includes graduation fee, Business Office, Library, or any other financial debt to the school.

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7. Commencement exercises are held in August at the end of the fourth quarter. Any student who graduates at the end of the first, second or third quarter should pay their graduation fee upon completion of all required courses. Graduates who do not pay this fee, will be denied transcript services until such time it is paid.

## **HONORS**

The Dean's List and President's List are published at the end of each quarter. All full-time students who have made all B's and above are on the Dean's List. Students who achieve a 4.00 average for the quarter are on the President's List.

Graduates who have cumulative averages of 3.5 and above are recognized at Commencement as graduating with honors.

Commencement marshals consist of the seven students from the two year programs with the highest academic average at the end of the spring quarter when at least one half of their academic requirements toward graduation have been completed. No student shall serve as a marshal more than one time in the same program of study. The chief marshal shall be the senior student (rising or current who meets the criteria stated above) with the highest academic average.

## **AWARDS**

Each year at Commencement, several companies, businesses, and/or persons present awards to outstanding graduates.

# Student Activities

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## **STUDENT GOVERNMENT**

The Student Government Association is composed of all curriculum students who are enrolled at Robeson Technical College. All SGA members are encouraged to be active participants in student affairs and to voice opinions and thoughts through their organization.

Officers and representatives of the SGA are elected in October and provide leadership for the student body. The SGA sponsors athletic and social activities that enhance student campus life. Students are involved in school affairs, with active participation on various advisory and ad hoc committees. Representatives of the SGA usually attend state conferences of the student government organization in the Community College System. SGA advisors are members of the faculty and/or staff.

A budget governing the student activity fee for the following school year is recommended by the SGA in the spring. The budget usually covers the annual, special projects, student insurance, socials and dances, and school pictures.

## **DANCES**

Several dances under the sponsorship of the SGA are held each year depending on the wishes of the students. A portion of the activity fee is budgeted to cover costs.

## **FIELD DAY**

SGA sponsors a Field Day once a year. Competitive outdoor activities, sports, and cookout are arranged.

## **STUDENT PUBLICATIONS**

The annual, "Directions," gives a pictorial view of the students and their activities of the year. Any SGA member is eligible for participation on the yearbook staff.

Student publications must be approved and sanctioned by the Student Government Association and the Administration.

Control of student publications will be by the SGA and the Administration. Misuse or abuse of such publications may cause the termination or abolishment of a designated publication.



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## **ATHLETICS**

Athletics are available on a limited basis at RTC. A strong intramural program is encouraged. The RTC campus provides room for expansion and is adding those activities requested that are within budgetary limits and school policy.

## **SPECIAL EVENTS**

The Student Government may sponsor other activities such as socials, films, speakers, and related activities that are of interest to the students. When such occasions arise, students are notified in advance and are encouraged to participate.

## **CLUBS**

The Student Government sponsors formation of clubs according to student interest. Information may be secured from Student Services or the president of the SGA.

# Admissions Policy

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Robeson Technical College maintains an "open door" policy for all applicants who are high school graduates or who have reached their 18th birthday, and who can profit from further education. The College serves all students regardless of race, color, creed, sex, handicap, or national origin. All prospective students may be admitted to the different curricula based upon individual preparation and readiness.

## Degree and Diploma Programs

### TWO-YEAR PROGRAMS

Two-year programs for Associate Degrees in Applied Science and General Education:

1. **High school graduate** or the equivalent (applicants with equivalency certificates must meet minimum requirements set by North Carolina). A high school certificate is not an acceptable substitute for the diploma.
2. Application
3. **Transcript** of previous education
4. Complete standardized **test battery**
5. Complete **medical** history form
6. Complete **residence** form
7. Counseling **interview**, where applicable
8. Must be in acceptable **physical** and **mental health**
9. Additional requirements for **Associate Degree Nursing Program**
  - a. Completion of prerequisite courses: First Level - Math for Nurses and Grammar; Second Level - Math for Nurses, Grammar, General Psychology, Human Growth and Development, Composition, and Microbiology.
  - b. All transfer work must be from an accredited institution. Please note: Math for Nurses cannot be transferred in.
  - c. A medical and dental exam by a physician (forms provided by the College).
  - d. Proof of recent inoculations for tetanus.
  - e. Submit three letters of recommendation (forms provided by the College).
  - f. Must purchase malpractice insurance and uniform attire (forms provided by the College).

*Tetanus Referral*

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- g. Upon satisfactory completion of the first year of the program, all students are encouraged to take the licensure examination administered by the State Board of Nursing for North Carolina.
  - h. Must possess desirable personal qualities which include motivation, enthusiasm, and potential for the development of aptitudes needed for future employment in the practice of Registered Nursing.
  - i. Final interview with the Admissions Committee after all requirements have been completed satisfactorily.
10. Additional requirements for the second level of the Associate Degree Nursing Program:
- a. Must be a graduate of an accredited program in nursing; associate degree or diploma school of nursing.
  - b. Must have passed the State Board Exam for nurses (provide copy of State Board scores).
  - c. Must furnish proof of licensure as a Licensed Practical Nurse in the State of North Carolina.
  - d. Attend a three-week orientation session to the nursing program by the nursing faculty.
  - e. Complete comprehensive nursing exams in the following areas:
    - 1. Medical-Surgical Nursing
    - 2. Pediatric Nursing
    - 3. Obstetric Nursing

#### **ONE-YEAR PROGRAMS FOR DIPLOMA AND CERTIFICATE PROGRAMS:**

- 1. High school graduate or the equivalent is normally required for admission; however, exceptions may be made in certain circumstances (applicants with equivalency certificates must meet minimum requirements set by North Carolina)
- 2. Application
- 3. Transcript of previous education
- 4. Complete standardized test battery
- 5. Complete medical history form
- 6. Complete residence form
- 7. Must be in acceptable physical and mental health
- 8. Counseling interview, where applicable

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9. Additional requirements for Cosmetology:
    - a. High school graduate or the equivalent
    - b. Medical examination by a physician within 30 days prior to registration
    - c. Serological lab test, tuberculin skin test, or chest x-ray within 30 days prior to registration

The following procedures will be followed for admitting students:

1. Complete application form
2. Provide transcripts of previous education
3. Complete medical history form
4. Complete standardized test battery
5. Provide any additional requirements for specific course
6. Personal reference letter for transfer students
7. Counseling interview, where applicable
8. Review by admissions officer
9. Further counseling, if necessary
10. Letter of acceptance to specific course
11. Notification of day and time to report for registration
12. Notification of day and time to pay tuition & fees

### **SPECIAL CREDIT STUDENTS**

Adult students may be admitted under special provision which allows them to take up to 10 quarter hours of credit courses before completing admission requirements. However, all admission requirements must be met by the time the student has completed 10 quarter hours of work, is ready to declare a major, and if credit is to be granted. In addition, a student may continue to be classified as "special credit" if his objective is other than that of completing a certificate, diploma, or degree program at Robeson Technical College.

Students who do not earn a "C" or better average on the first 10 credit hours attempted will be referred to a counselor for consultation before registering for additional courses.

### **FOREIGN STUDENTS**

Foreign students must meet the same admission requirements as all other students. Included with the application should be a transcript from an authorized school or university; a translation must be provided.

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## **TRANSFER STUDENTS**

Transfer students who have earned as many as twelve quarter hours of credit in other institutions of higher education may not be required to take the placement test. This will be determined based on the program the student wishes to enter and evaluation of all transcripts showing previously earned credit.

## **RETURNING STUDENTS OR READMISSION**

Any RTC student who interrupts his/her educational program by not registering for one or more regular terms of course work, or has graduated and wishes to enroll for another program, must reapply to the college through the Admissions Office and be approved by that office.

## **NOTICE OF ADMISSION**

The applicant will be informed by the Office of Admissions of his/her admissions status as soon as possible after all credentials have been received. When the credentials have been evaluated, the admitted student will be sent a pre-registration ticket which must be presented at the time of registration for designated quarter.

## **PLACEMENT TEST SCHEDULE OR ENTRANCE EXAM**

The placement test is administered on the campus every first and third Tuesday night of each month at 6:30 p.m. All persons (except Associate Degree Nursing applicants) registering for twelve or more credit hours must take the entrance exam. However, all ADN applicants are required to take an exam, and will be notified by the Admissions Office of the date and time of the exam. No fee is charged to take the exam.

## **CREDIT BY TRANSFER**

Robeson Technical College may accept credits earned from technical institutes and colleges. Only course grades of "C" or better will be accepted and such courses must parallel the content of RTC courses.

All applicants wishing to have credits transferred from another institution to RTC must submit an official transcript, and if necessary an appropriate catalog, to the Director of Admissions. Applicants who wish to transfer from other educational institutions must be eligible to return to the school last attended.

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Any exception to this procedure must be approved by the Vice Presidents for Student Services and Technical/Vocational Programs for evaluation to determine the transfer credit allowable. This evaluation will be made at the time of acceptance and the student and his advisor notified in writing accordingly. Transfer credits will be posted to the student's permanent record. Transferring students must complete up to the equivalent of one quarter of work at Robeson Technical College in the degree or diploma program they plan to complete at Robeson Technical College.

### **TRANSFER TO OTHER COLLEGES**

Students who wish to transfer from one college to another, or to any other institution, should make application at the Registration and Records Office for a transcript ten days before it is needed.

The school to which the student is transferring determines the number of hours of credit it will allow transfer students. Some four-year institutions grant full-credit work completed in the technical college. Students planning to transfer to a four-year college or university should check early with that institution's admissions office to determine requirements. Official transcripts will be released to other accredited and approved institutions upon written request. Official transcripts will not be released to the student.

### **SPECIAL CONDITIONS**

Any person who has been convicted of violations of, or has been known to violate, the North Carolina Uniform Narcotic Drug Act as a pusher (seller) or user of drugs listed as illegal shall not be admitted to Robeson Technical College, except with the permission of the Board of Trustees of Robeson Technical College.

Any person who has been indicted for violation of the North Carolina Narcotic Drug Act, or for which there is good reason to believe that the person has violated the N.C. Uniform Narcotic Drug Act will have his application for admission to Robeson Technical College held in abeyance until such time as his case is cleared in a court of law, or his name can be cleared through ample evidence supplied by the applicant or his representative.



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## **REGISTRATION**

Students are expected to register for course work at the time specified for each quarter by the Registrar. Formal registration for all curriculum courses is officially closed at the end of the first four scheduled days of the quarter. Any exception to this procedure must be approved by the Director of Admissions and through the appropriate Educational Services office, but only then by justifiable cause. Registration procedures and drop/add procedures as listed in the Student Handbook should not be confused.

# Continuing Education Programs

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The Continuing Education Programs include Adult Basic, High School, Adult Enrichment, and Occupational Extension.

The "open door" policy is observed regarding requirements for admission to Continuing Education classes. Any person, with the ability to benefit from the program, who is a high school graduate, or at least 18 years of age and not currently attending a public school, is eligible to apply.

Applicants must be in acceptable physical and mental health and be eligible to return to the educational institute last attended. Any exception to this procedure must be approved by the Director of the appropriate area of Continuing Education and only then by justifiable cause.

## **ADDITIONAL REQUIREMENTS - HIGH SCHOOL PROGRAM**

The entrance level of each student applying for admission to the Adult High School Diploma Program shall be determined in one of the following manners:

1. The procedure shall be to apply the scores on any appropriate achievement battery approved under the National Defense Education Act, Title V (a) Testing, North Carolina, to the 50th percentile level for end-of-year norms to determine entrance level. Thus, an applicant with a percentile rank of 50 on English for 11th grade end-of-year norms would be classified as a senior in English for course-of-study purposes; and so on for other subjects.
2. A certified transcript from a state or regionally accredited secondary school showing courses and years of work completed. A personal reference letter from the former school may be required for transfer acceptance.

## **HIGH SCHOOL EQUIVALENCY PROGRAM**

This program is offered by the college for adults who did not complete their high school education. Upon successful completion of five tests measuring general education competence, the student receives a certificate recognized and generally accepted as equivalent to a high school diploma. The tests are the Test of General Education Development (GED).

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All applicants for GED testing shall be referred to the Learning Laboratory. Applicants shall complete the following steps:

1. Complete an application for admission to High School Equivalency Examinations and/or application for High School Equivalency Certificate.
2. Fill out request for transfer of GED test scores if previously tested at another testing center.

The Chief Testing Officer will:

1. Arrange an agreeable time for testing with Director of Basic Education.
2. Accept applicants from Director of Basic Education.
3. Administer and score the GED tests.
4. Refer all scores to the State GED Coordinator for determination of whether or not the scores are acceptable for awarding of the certificate.
5. Maintain all GED records of tested applicants. Post-test interviews shall be done by Student Services for students passing the GED tests and by the Basic Education officers for those who failed to pass the examination.

Only in emergencies or special cases will the test be given at a time different from regularly scheduled times set by the Director of Basic Education and the testing officer.

# Expenses

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Robeson Technical College receives financial assistance from local, state, and federal sources, allowing each student an educational opportunity at minimum cost. Tuition fees are set by the State Board of Education and are subject to change without notice. The payment of fees for each quarter is required at registration.

## TUITION FEES

	Full-time (12 or more credit hours)	Part-time (less than 12 credit hours)
In-state.....	\$ 39.00	\$ 3.25 per credit hour
Out-of-state.....	\$198.00	\$16.50 per credit hour

## RESIDENCY REQUIREMENTS

Tuition fees are governed according to in-state or out-of-state residency, and according to full-time or part-time status.

To qualify for in-state tuition rates, a student must have lived in North Carolina for at least 12 months immediately prior to his enrollment at Robeson Tech. Residing outside the state while in service does not necessarily change residency status. Proof of residency rests with the student.

Regulations concerning the classification of students by residence for purposes of applicable tuition differentials, are set forth in detail in **A Manual To Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes.**

Each enrolled student is responsible for knowing the administrative statement of policy on this subject. Copies of the manual are available on request in the offices of Student Services, Business Office, and in the Library.

## STUDENT ACTIVITY FEE

For fall, winter and spring quarters, each student enrolled in 12 quarter credit hours or more (full-time) will pay a \$6 student activity fee per quarter.

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Part-time students will pay activity fees according to the following schedule.

**1- 4 Quarter Credit Hours-\$2.00**

**5- 7 Quarter Credit Hours-\$3.00**

**8-11 Quarter Credit Hours-\$4.00**

For summer quarter, each student (full-time or part-time) will pay a \$1.00 student activity fee.

The activity fee is due and payable in the above stated amount at the registration for each quarter. The fee is non-refundable.

For all full-time students, \$5 of this fee will go toward accident insurance. The accident insurance will cover hours in school and transportation to and from school. Part-time students desiring this insurance may also receive coverage by making payments to the Business Office at the time of registration. This cost is non-refundable. Part-time students are urged to take advantage of this insurance since neither the technical college nor the State of North Carolina carries insurance to cover any student for accidents or otherwise.

The remainder of the student activity fee is to be used by the Student Government Association for such items as student publications, entertainment, athletic equipment, i.d. cards, and other activities.

### **GRADUATION FEE**

A graduation fee of \$15 is charged each prospective graduate. This fee is paid during the student's final quarter of study at RTC prior to graduation exercises.

### **BREAKAGE FEE**

Breakage, damage, or loss due to negligence, carelessness, or other mishandling of school supplies, materials, or equipment by students is the responsibility of such students. They will be required to pay for damage to such items and may be subject to disciplinary action.

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## **REFUND POLICY**

Tuition refund for students shall not be made unless the student is, in the judgment of the College, compelled to withdraw for unavoidable reasons. In such cases, two-thirds of the student's tuition may be refunded if the student withdraws within 10 calendar days after the first day of classes as published in the school calendar. Tuition refunds will not be considered after that time. Tuition refunds will not be considered for tuition of five dollars (\$5.00) or less. The student activity fee is non-refundable. In cases where the courses of curricula fail to materialize, all of the student's tuition and activity fee shall be refunded.

## **TEXTBOOKS**

Textbooks may be purchased in the bookstore. Cost of books vary according to the course of study. Normally, the average cost per quarter is \$50 for diploma programs and \$75 for degree programs.

## **BUSINESS OFFICE**

The payment of fees, sale of books, supplies, and materials, receipt of loans, and the payment of refunds are major responsibilities of the Business Office. Office hours are 8:00 a.m. to 5 p.m., Monday through Thursday, and 8 a.m. to 3 p.m. on Friday.

Unpaid obligations to this office become a part of the student's school record until they are cleared.

## **LATE REGISTRATION FEE**

A late registration fee of \$5 will be charged all students who register after the announced registration time.

## **STUDENT INSURANCE**

A group policy providing insurance protection is maintained in effect by the college. The cost is covered from the activity fee for all full-time students, the payment of which has been approved by the Student Government Association.

It is the best interest of all students to provide some measure of insurance protection. Those who do not pay the \$6 activity fee may purchase this accident insurance for \$5 per year.



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### **SCHOOL RING**

Students may purchase school rings after completing half the credit hours required for graduation. A check with the Records Office and subsequent approval must be obtained prior to placing orders.

### **COMMENCEMENT INVITATIONS**

Students may order invitations and personal cards when measured for caps and gowns. The charge for invitations and cards is paid by the student.

### **TRANSCRIPT FEE**

Two transcripts of the student's record are furnished free. Additional copies are \$1.00 each.

# Financial Assistance

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Robeson Technical College's financial aid program exists to ensure that no qualified student will be denied the opportunity to continue his education because of economic disadvantages. Through a program of loans, grants, scholarships, work-study positions, and part-time employment, the student enrolled at Robeson Tech is able to supplement his own resources and those of his family to complete a course of study. The Student Financial Aid Office firmly believes that the primary responsibility for financing the student's education rests with the family.

The family is expected to contribute according to its income and assets, just as the student is expected to share in this responsibility through savings, summer work, and part-time employment if necessary.

All federal aid programs require the assessment of financial need based on parental ability to contribute toward the educational expenses.

The student is the focus of the program in the Student Financial Aid Office. Every effort is made to be of genuine assistance in helping the student resolve his financial difficulties.

Application forms and additional information may be received by writing or visiting the Financial Aid Office at Robeson Technical College.

# Programs Available

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## GRANTS

### PELL GRANTS

Pell Grant is a federal aid program providing funds to students enrolled at approved colleges, community and junior colleges, universities, vocational-technical schools, hospital schools of nursing, and other approved post-secondary educational institutions. Grants normally cover four years of undergraduate study and are intended to be the foundation of a student's financial aid package. Pell Grant is a gift aid and no repayment is required.

Awards are based on demonstrated financial need, which is determined by a national formula applied uniformly to all applicants. The level of Pell Grant funding is determined by federal appropriations.

Awards cannot exceed one-half the cost of attending Robeson Technical College, or \$1800 (whichever is less). During the 1982-83 academic year, awards at RTC ranged from \$120 to \$758, depending on the "Eligibility index number." (The lower your index number, the higher your award will be.)

### NORTH CAROLINA STUDENT INCENTIVE GRANT (NCSIG)

Legal residents of N.C. accepted for enrollment or enrolled full-time, in good standing, in an undergraduate program of study may apply. The amount of each grant will be based on the individual student's demonstrated financial need in relation to resources and cost of education, but may not exceed \$1,500 per academic year. Applications must be received not later than March 15. Applications received after March 15 will be processed if funds are available. The program is administered for N.C. State Education Assistance Authority by College Foundation, Inc.

### SUPPLEMENT EDUCATIONAL OPPORTUNITY GRANT(SEOG)

Funds for this program are provided by the Federal Government. The awards are made by the Financial Aid Office to a limited number of students with financial need who without the grant would not be able to attend school.

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In order to be considered you must be an undergraduate student who has not previously received a Bachelor's Degree.

You must be enrolled or accepted for enrollment on at least a half-time basis and be making satisfactory progress in the course of study you are pursuing.

You must be a United States Citizen or a permanent resident. To apply, you must complete and turn-in a Student Aid Report.

## **LOANS**

### **COLLEGE FOUNDATION, INC. (FEDERALLY INSURED LOANS)**

Legal residents of North Carolina enrolled full-time may borrow through College Foundation up to \$7,500 for undergraduate study or vocational-technical training. The maximum loan for an academic year cannot exceed the total cost of education less other financial aid received. The annual percentage rate is 9 percent simple interest. Applications should be received by College Foundation at least 90 days prior to the beginning of a school term to ensure notification before registration. For more information, contact the Financial Aid Office.

### **NURSING LOANS**

Loans are available to students enrolled in the ADN Program at RTC. Loans are available only during the second year of study. The maximum amount that may be received is \$1,500. Licensed practical nurses are eligible for the first year making the maximum that may be received during the two year program \$3,000. Loans are administered by the Department of Human Resources in Raleigh, NC.

### **SOUTHEASTERN GENERAL HOSPITAL LOANS**

A limited number of loans are available to students enrolled in the ADN program through Southeastern General Hospital. Students should contact the Financial Aid Office at RTC for specifics concerning these loans.

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## **EMPLOYMENT**

### **COLLEGE WORK STUDY**

The College Work-Study Program provides part-time jobs for students who have great financial need and who must earn part of their educational expenses. The Federal Government provides funds to educational institutions which in turn have jobs available for students. At RTC students work in a variety of offices and departments with their work schedule built around their academic schedule. Students may work up to 15 hours weekly while attending class full-time. Eligibility is determined by enrollment and financial need. For more information, contact the Financial Aid Office.

### **OTHER PROGRAMS**

#### **G.I. BILL**

The G.I. Bill is designed to provide educational benefits for servicemen and women once they leave the military and enter the civilian life.

Benefits must be used within 10 years of the date of discharge. The number of months you are eligible for benefits is determined by the number of months of service. This is based on 1½ months of benefits for each month of active duty up to a maximum of 45 months of benefits.

The amount you will receive each month depends on your course load and your number of dependents. For more information, contact the Veterans' Affairs Office in Student Services.

#### **WAR ORPHAN PROGRAM**

The War Orphan Assistance Program is a federal program that provides funds for the education of children, wives, and widows of veterans who died or were permanently and totally disabled as the result of service in the Armed Forces. To apply, contact the Office of Veterans' Affairs in Student Services.

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### **NORTH CAROLINA WAR ORPHAN PROGRAM**

The North Carolina War Orphan Program provides funds to institutions for the waiver of tuition for children of totally disabled or deceased North Carolina War Veterans. Veterans must be 100 percent disabled and their disability does not necessarily have to be war related. To apply, contact the Office of Veterans' Affairs in Student Services.

### **VOCATIONAL REHABILITATION**

The Vocational Rehabilitation Program provides educational assistance for individuals with physical or mental disabilities.

Eligibility is determined by a general medical examination from a medical doctor in accordance with the Vocational Rehabilitation Program. (For further information on eligibility, consult your Vocational Rehabilitation Office.)

### **SOCIAL SECURITY**

Benefits may be paid to students under 22 years of age who have one or more deceased or disabled parents that were covered by Social Security. A curriculum student must be taking a minimum of 12 credit hours per quarter to qualify. Learning Lab and/or high school students must attend a minimum of 20 contact hours per week. Contact the nearest Social Security Office for further information.

### **JOB TRAINING PARTNERSHIP ACT (JTPA)**

Funds may be available to students from low-income families through the Robeson County Department of Human Resources. The student may be paid a classroom training allowance, and a dependent allowance.

### **LUMBEE REGIONAL DEVELOPMENT ASSOCIATION**

Funds are available for students from low-income families through LRDA. The student is paid a training allowance plus the cost of tuition and fees. Contact the LRDA offices in Pembroke, N.C.



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### **MIGRANT AND SEASONAL FARMWORKERS ASSOCIATION**

Funds are available for students from low-income families through MSFA. The student is paid a training allowance plus cost of tuition, fees, and books. Contact the Migrant and Seasonal Farmworkers Association offices in Fairmont or Red Springs, N.C.

### **NATIONAL GUARD TUITION ASSISTANCE PROGRAM**

Members of the North Carolina National Guard may be eligible to receive tuition assistance for attending RTC. Contact your local unit for information.

### **INSTITUTIONAL GRANTS AND SCHOLARSHIPS**

A number of grants and scholarships are offered to students attending Robeson Technical College by civic organizations, service clubs, and individual donors. These awards are made on the basis of need, subject to the availability of funds. No award is made until a student has completed all admission requirements and has been accepted for enrollment. All awards are subject to the final approval of the Financial Aid Committee which is composed of three representatives from the faculty, one representative from the Business Office, and the Financial Aid Director. The committee meets periodically to consider request and to make awards. Students who encounter financial difficulty at any time should confer with the Financial Aid Director in Student Services.

### **FOR MORE FINANCIAL AID INFORMATION**

For more information on the above Financial Aid Programs, see Robeson Tech's Financial Aid Consumer Information Booklet.

# Academic Information

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## **SATISFACTORY ACADEMIC PROGRESS**

Each student enrolled in a degree, diploma or certificate program is expected to maintain satisfactory progress toward completion of requirements for that program. A 2.0 quality point average is required for graduation in all programs. Students are expected to maintain this average to be considered in good academic standing.

For purposes of determining academic progress, quality point averages are computed on the basis of the credit hours attempted on which final grades have been received in the student's program of study. All courses attempted are considered to be part of the student's program of study when determining academic progress. For minimum academic progress toward successful completion of a program of study, a student must maintain the following minimum quality point average in relation to the number of credit hours attempted.

### **QUALITY POINT AVERAGE TO DETERMINE CONTINUANCE IN SCHOOL**

#### **Two-Year Curricula**

<b>*All Quarter Hours Credit Attempted</b>	<b>Quality Point Average Below Which Student Is on Academic Probation</b>
0-22	1.3
23-42	1.5
43-62	1.7
63-81	1.9
82-100	2.0
101-over	2.0

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### One-Year Curricula

*All Quarter Hours Credit Attempted	Quality Point Average Below Which Student Is on Academic Probation
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0-24	1.3
0-18 (Developmental Studies Only)	1.3
25-44	1.6
19-30 (Developmental Studies Only)	1.6
45-63	1.9
31-43 (Developmental Studies Only)	1.9
64-over	2.0
44-over (Developmental Studies Only)	2.0

### NURSES' ASSISTANT

*All Quarter Hours Credit Attempted	Quality Point Average Below Which Student Is on Academic Probation
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0-19	1.6
20-39	1.8
40-over	2.0

### TO GRADUATE - 2.0 QUALITY POINT AVERAGE REQUIRED

\*Students are encouraged to maintain a record with their total hours attempted at RTC to interpret the above table. Academic counselors and advisors are available to assist any student to interpret correctly the above table.

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This scale will be used as the basis for determining a student's status for purposes of academic progress at Robeson Technical College and certification to the Veterans Administration; Social Security Administration; Division of Vocational Rehabilitation; student grant, loan, scholarship, and financial aid agencies; as well as other public and private agencies requiring such information. Certain curricula may have minimum course grade requirements which will be specified either in the Student Handbook or a Department Bulletin.

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Each student enrolled in RTC is expected to be aware at all times of his academic status and to be responsible for knowing whether he has met the minimum academic requirements according to RTC's catalog. Furthermore, students are required to consult with their advisors once a quarter concerning academic progress.

### **ACADEMIC PROBATION**

A student whose academic progress is unsatisfactory as determined by the student's cumulative quality point average described heretofore will be placed on academic probation and will be notified by Student Services counselors. The student will be required to have a conference with his or her advisor and counselor to review academic progress and to plan a strategy for improving academic progress and removing the probationary status.

A student who has been on probation for one quarter may be required to reduce his course load. This may be required until the probationary status is removed. Students may be required to further reduce their course load, choose another program of study, or register for Developmental Studies or special programmed studies to strengthen their educational background and thereby increase their likelihood of making satisfactory progress. A student may be suspended for consistent failure to show active initiative toward fulfillment of his or her chosen educational goal.

A student on academic probation will not be allowed to participate in extracurricular activities. These activities include: student government officer, yearbook officer, or any other activities which require the student to represent RTC officially.

### **ACADEMIC SUSPENSION**

Satisfactory academic progress is the responsibility of the student. A student who has been on academic probation for a total of two quarters may be suspended. Students will be notified by the Registrar's Office of their suspension.

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Academic suspension will be for one quarter. At the end of one quarter, the student may apply for readmission. At the end of the suspension period, students may apply and be accepted by the admissions office to another curriculum.

Students who do not attain the required quality point average for two quarters following reinstatement to the college may be suspended permanently.

### **QUARTER SYSTEM**

Robeson Technical College is on a quarter schedule. The fall, winter, spring, and summer quarters are each approximately eleven weeks in length. The college is in session five days and four nights a week.

### **CLASS SCHEDULE**

Basically, all classes, credit and non-credit, are scheduled between the hours of 8:30 a.m. and 11:00 p.m. Monday through Thursday, and 8:30 a.m. to 3 p.m. on Friday. Normally, classes for full-time day students are scheduled between 8:30 a.m. and 4 p.m.

### **CONTACT HOURS**

The contact hours shown in the catalog are minimal. The policy of the college permits students to enroll in additional subjects and laboratory work beyond those shown in the catalog.

### **CREDIT HOURS**

Quarter hours of credit are awarded as follows: one quarter hour of credit for each hour per week of class work, one quarter hour of credit for each two hours per week of lab work, and one quarter hour of credit for every three hours of shop work.

### **ATTENDANCE POLICY**

Regular class attendance is expected for all students. Instructors will keep an accurate class attendance, and these records will become part of the student's official records. Absences are a serious deterrent to good scholarship, and it is impossible to receive instruction, obtain knowledge, or gain skills when absent from class. Being late for class is also a serious interruption of instruction. As students are adults with many responsibilities, an occasional absence might be absolutely

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necessary. However, such absences in no way lessen the student's responsibilities for meeting the requirements of the class.

Students' names will be placed on a class roster once they have officially made their payment for tuition and fees and attend one or more classes. Students shall maintain attendance in said class, until one of the following occurs:

1. Student withdraws. (He/she officially withdraws. This constitutes student's withdrawal and is effective as of that date.)
2. Administrative withdrawal
  - a. Student fails to maintain class attendance as described by the instructor's course syllabus.
  - b. Consecutive absences due to extreme emergencies without personal contact, or telephone contact with instructor, for a period exceeding ten (10) school days.
  - c. The responsible instructor is reasonably assured that the student does not intend to pursue the learning activities of class. (This constitutes administrative withdrawal and is effective as of that date.)
  - d. He/she completes the minimum objectives stated for the class, or transfers to another class.

## **TARDIES**

A tardy is defined as "a student entering class after the roll call or instruction begins." Being late for class is a serious interruption of instruction and may affect a student's academic grade for the course. Individuals who enter class after the roll call or instruction begins will have their attendance recorded from the time they enter the class.

## **CREDIT BY EXAMINATION**

Advanced placement is offered to students who because of their demonstrated abilities are qualified to accelerate their studies. To earn advanced placement, a student may take a proficiency examination in any subject which he can demonstrate a mastery of theory and practical application. Exception: Proficiencies are not given in English 022, 102, 103, 105, 106, 204, and 1102. Under no circumstances will credit be given when the challenge examination grade is less than "C." Total credits earned by examination shall not exceed 25 credit hours.



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The following procedures will serve as guidelines in making application for all proficiency examinations:

1. The following persons will not be permitted to take proficiency examinations:
  - a. Persons who have taken that proficiency examination previously.
  - b. Persons who have either enrolled in and/or dropped from the course.
  - c. Persons who were enrolled in and failed the course.
  - d. Persons who apply for a proficiency examination with less than three weeks remaining prior to the next quarter in which the course is offered, except when permission is granted by the instructor, Vice President for Student Services, and the Vice President for Technical/Vocational Programs.
2. Make application to the Vice President for Student Services for the proficiency examination.
3. The Vice President for Student Services will review the student's background and make a recommendation to the Vice President for Technical/Vocational Programs. Because of specific program or course requirements, credit for certain courses may not be eligible for proficiency examination.
4. The Vice President for Technical/Vocational Programs will evaluate the application and consult with the Dean for Degree and Diploma Programs along with personnel in the appropriate subject area. Upon approval of the application, an examination in theory and practicum (where applicable) will be given. Once approved, all examinations must be completed within the time designated by the Vice President for Technical/Vocational Programs.
5. After evaluation of the examination by the instructor it will be forwarded to the Vice President for Technical/Vocational Programs with appropriate recommendations.
6. The Vice President for Technical/Vocational Programs will certify to the Vice President for Student Services appropriate credit earned.
7. Credit earned by proficiency examination will be entered on the student's transcript as credit hours passed. No grade or quality point value will be assigned. Credit earned by proficiency examination will not be used in determining QPA.

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For credit by examination, full-time students are exempt from additional tuition charges. However, part-time students must pay the Business Office the tuition charge required by the state for each quarter hour credit; this fee is not refundable. A registration form must be completed in Student Services after approval has been obtained to take a course by examination. Fees will be paid in the Business Office. A green data card will be given to the student by Student Services after fees have been paid. This card will be given to the appropriate instructor by the student.

### **DROP/ADD PROCEDURES AND WITHDRAWAL**

A student may drop or add a course at any time within the first four scheduled days of the quarter under the following provisions:

1. No grade penalty will be incurred for dropping a course within first four scheduled days of the quarter.
2. A student adding a course will be responsible for all makeup work required.
3. The student must contact the Registrar and his advisor and complete a drop/add form. It must be signed by the advisor or appropriate instructors.

Any student dropping a course after 10 class days with less than a "C" average in that course is subject to receive a "WF" for that course. (A "WF" is a punitive grade and will be treated as an "F".) However, a student not having a "C" average and having a bona fida reason for withdrawal may receive a "WP" if approved by the Vice President for Educational Services. Appeals should be made within two weeks of the date of withdrawal.

If a student drops at the beginning of a course and the instructor is unable to evaluate a grade, a "W" may be given. A "W" is a nonpunitive grade and will have no effect on QPA standing.

A student withdrawing from school during the academic year needs to complete the withdrawal form in the Registrar's Office, have it signed, and a grade given by each instructor. Official withdrawal by the student will protect the student's scholastic record, his rights to re-enroll, and to transfer credit.

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## GRADING SYSTEM

The 4.00 Quality point system is used to calculate student grade averages.

	Grade	Meaning	Quality Points Per Credit Hour
A	93-100	Excellent	4
B	85-92	Good	3
C	77-84	Average	2
D	70-76	Poor, but passing	1
F	Below 70	Failure	0
W		Withdrew	0
WP		Withdrew passing	0
WF		Withdrew failing	
		(Computed as failure)	0
I		Incomplete, Work must be completed within 6 weeks of next quarter otherwise F will be recorded	0
AU		Audit; enrollment as a special or non-credit student	0
CP		Credit by proficiency	0

## EXAMPLE OF COMPUTING QUALITY POINTS EARNED

	Course	Credit	Grade	Quality Points Per Credit Hour	Grade points Earned
ENG	1101	3	C	2	6
PME	1101	7	B	3	21
MAT	1101	5	A	4	20
PHY	1101	4	F	0	0
DFT	1101	1	D	1	1
		<hr/>			<hr/>
		20			48

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The quality point average is computed by dividing grade points earned by the total credit hours attempted. In the preceding example, 48 divided by 20 equals 2.40 quality point average. All grades A through F, WF (which is treated as F), and Incompletes which are not made up within six weeks of the next quarter (treated as F), are counted in computing the quality point standing. Credit by transfer and credit by examination are not included in computing the quality point standing.

### **AUDITING COURSES**

Students who wish to audit courses must register through regular channels. Auditors receive no credit but are expected to adhere to the same attendance policy as credit students. Auditors will be charged the same fee as students taking courses for credit. An audit cannot be changed to credit or credit to audit after the deadline for adding courses.

### **REPEATING COURSES TO RAISE QPA - GRADE**

To raise a grade F or D in any course, the student must re-register officially for the course, attend class regularly, do the required work and pass the required examinations. When a course is repeated, only the grade on the last course attempt is used computing the QPA standing. Veteran students will not receive any educational benefits (pay) for courses previously attempted and passed.

### **GRADE REPORTS**

Midterm notices will be mailed to students who are having academic problems. Grade slips will be mailed to students at the close of each quarter.

### **CHANGE OF NAME AND/OR ADDRESS**

In order that official records may be kept up-to-date, change of name and/or address must be reported immediately to the Student Services office.

### **RECORDS OF PROGRESS**

Records of progress are kept by this institution on veteran and non-veteran students alike. Progress records are furnished the students, veterans and non-veterans alike, at the end of each scheduled term.

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## **FINANCIAL OBLIGATIONS**

Students records will not be released until financial obligations are cleared by the student.

## **RE-ENROLLMENT**

To re-enroll after a student has withdrawn, the student must have satisfied the Business Office, Student Services, and Library of all financial obligations. No student will be permitted to enroll for future quarters when his name appears on the financial delinquent list published by the Business Office. Students applying for readmissions must be cleared through the Director of Admissions Office.

# Educational Programs and Courses

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# Associate Degree in General Education

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The Associate Degree in General Education program is essentially a two-year residential program in which a student may complete all work toward an associate degree. It is a program of general education beyond high school for those students who desire a basic exposure to the areas of English, literature, fine arts and philosophy, social science, science and mathematics but who would like to tailor their programs to personal interests rather than to specific professional requirements.

The Associate Degree in General Education is designed primarily for adults who wish to begin work toward a college degree or to continue a degree program started at an earlier date. Adults who want to explore a subject for their own enrichment and pleasure may enroll as special students, i.e., those who are not seeking a degree; such students may elect to take only one course each quarter, during the day or evening, in the General Education program. Classes are scheduled during the day and at night so that employed persons may attend. Each General Education program student is offered special assistance in planning his educational program and in relating his program to his personal goals.

Courses offered in the program are college level. Elective courses outlined in this program will be accepted as electives at the gaining institution. Individual major requirements at the gaining institutions must be completed.

Graduates of the Associate Degree in the General Education program may elect to transfer to a four-year college or university to pursue a baccalaureate degree. Many four-year schools will accept full credit earned in the associate degree program; however, students planning to transfer associate degree credits should plan their program to fit the requirements of the gaining college or university.

## **FACULTY**

Faculty for the Associate Degree program in General Education are academically prepared to provide collegiate education in their major area of study.

All faculty teaching in the social sciences, natural sciences, humanities, creative or applied arts, and technical areas have appropriate masters degrees.

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**ASSOCIATE DEGREE IN GENERAL EDUCATION**  
**PROGRAM CODE G-020**

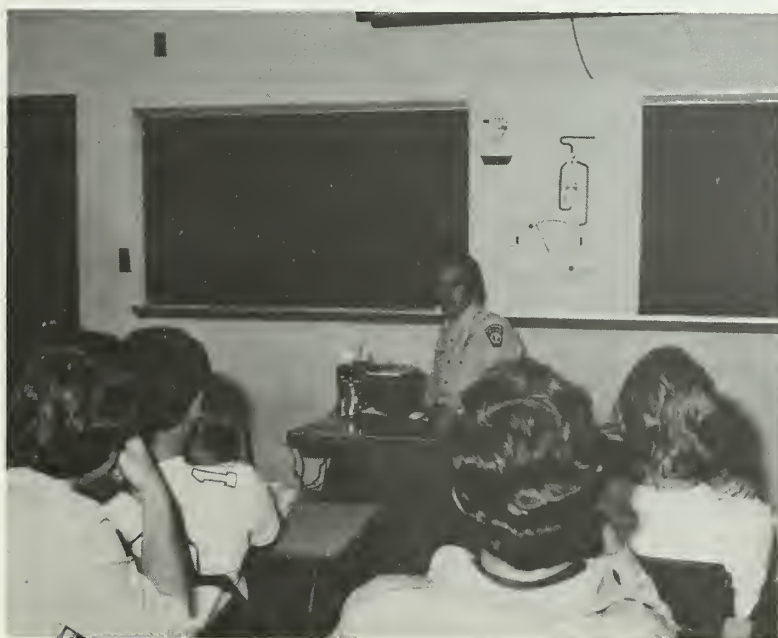
	Hours Per Week		Quarter
	Class	Lab	Hours Credit
<b>Fall Quarter</b>			
ENG 105 Composition	5	0	5
BIO 103 Biology	4	2	5
HIS 105 American History	5	0	5
	14	2	15
<b>Winter Quarter</b>			
ENG 106 Composition	5	0	5
MAT 110 Fundamentals of College Math	5	0	5
BIO 104 Biology	3	2	4
HIS 106 American History	5	0	5
	18	2	19
<b>Spring Quarter</b>			
MUS 101 Music Appreciation	5	0	5
ENG 204 Fundamentals of Speech	5	0	5
ENG 108 American Literature	5	0	5
MAT 111 College Algebra	5	0	5
	20	0	20
<b>Fall Quarter</b>			
PHY 101 Physics	3	2	4
ENG 107 World Literature	5	0	5
ART 101 Art Appreciation	5	0	5
	13	2	14
<b>Winter Quarter</b>			
PHY 102 Physics	3	2	4
ECO 102 Economics	5	0	5
POL 210 American Government	5	0	5
	13	2	14
<b>Spring Quarter</b>			
PSY 101 Introduction to Psychology	5	0	5
SOC 201 Principles of Sociology	5	0	5
*Electives			4
			14
<b>No. of Credit Hours Required for Graduation</b>			<b>96</b>

			Hours Per Week		Quarter
			Class	Lab	Hours Credit
<b>*Electives</b>					
BUS	101	Introduction to Business	5	0	5 ✓
BUS	120	Accounting	3	2	4
BUS	121	Accounting	3	2	4
BUS	122	Accounting	3	2	4
BUS	102	Typewriting	2	3	3
BUS	103	Typewriting	2	3	3
BUS	115	Business Law	5	0	5 ✓
BUS	116	Business Law	5	0	5 ✓
MAT	101	Technical Mathematics	5	0	5
MAT	102	Technical Mathematics	5	0	5
HIS	110	The Black Man and Contemporary Society	5	0	5
HIS	120	History of the American Indian	5	0	5
HEA	201	Personal Health and First Aid	5	0	5
PHI	101	Introduction to Philosophy	5	0	5
SOC	202	Marriage and the Family	5	0	5
BUS	106	Shorthand	3	2	4
BUS	107	Shorthand	3	2	4
BUS	108	Shorthand	3	2	4



# Associate Degree in Applied Science

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## **APPLIED SCIENCE PROGRAMS**

Courses in the Associate Degree level programs are designed to meet the increasing demand for high level industrial and technical skills. The programs are planned to prepare students to earn a living as technical personnel in either agriculture, business, industry, government, or as owner-operators of their own businesses.

These curricula require two years for completion. Students enrolled in these programs, in addition to taking courses that are occupational in nature, take general education courses in the areas of English and social science. Even though these curricula programs are college level, they are designed for entrance into employment, not for college transfer. Certain courses in the technical programs, however, may be accepted by a four-year college or university for transfer credit.

An Associate in Applied Science Degree is awarded students completing these programs:

### **PROGRAMS OF STUDY**

Accounting	Police Science Technology
Agricultural Science	Secretarial, Executive
Banking and Finance	Secretarial, Legal
Business Administration	Secretarial, Medical
General Office Technology	Teacher Associate
Nursing Education Option, Practical and Associate Degree	



# Accounting

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## **Introduction**

Accounting is one of the fastest growing employment fields in America today, and the job outlook for good accountants seems bright for many years to come. These opportunities result from the tremendous business and industrial expansion in all parts of the country. Because of this emphasis, there is a growing need for trained personnel in the area of accounting to help managers keep track of a firm's operations.

## **Purpose**

The Accounting curriculum is designed to fill this need for accountants by offering students the detailed accounting theories and practical skills for entry into the accounting profession.

The objectives of the Accounting curriculum are to develop the following competencies:

1. Understanding of the detail fundamentals of accounting and analysis of the financial statements and auditing;
2. Understanding of the principles of organization and management in business operations, business law, and taxes;
3. Understanding and skill in effective communications for business.

## **Job Description**

The duties and responsibilities of an accountant vary somewhat in different firms. These may include: Recording transactions; rendering periodic reports; maintaining cost records; making special reports; completing tax returns; auditing the books; and advising management in areas of financial affairs.

Graduates of the Accounting curriculum will qualify for various jobs in business and industry leading to any of the following accounting positions: Accounting clerk; payroll clerk; accounting machine operator; auditor; and cost accountant. This training plus further experience should prepare graduates to become office managers, accounting supervisors, and to fill other responsible positions in a business firm.

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**ACCOUNTING**  
**PROGRAM CODE T-016**

Hours Per Week    Quarter  
                          Class    Lab    Hours  
    Credit

**Fall Quarter**

ENG 101	Grammar	5	0	5
BUS 101	Introduction to Business	5	0	5
BUS 102	Typewriting I	2	3	3
BUS 109	Business Mathematics	5	0	5
BUS 120	Accounting I	3	2	4
		20	5	22

**Winter Quarter**

ENG 102	Composition	3	0	3
BUS 115	Business Law I	5	0	5
BUS 110	Office Machines	2	3	3
BUS 121	Accounting II	3	2	4
ECO 102	Economics I	5	0	5
		18	5	20

**Spring Quarter**

ENG 103	Report Writing	3	0	3
BUS 116	Business Law II	5	0	5
BUS 122	Accounting III	3	2	4
EDP 104	Survey of Data Processing Systems	3	2	4
ECO 104	Economics II	3	0	3
		17	4	19

**Fall Quarter**

ENG 206	Business Communications	3	0	3
BUS 123	Business Finance	5	0	5
BUS 235	Principles of Management	5	0	5
BUS 222	Intermediate Accounting I	3	2	4
EDP 109	BASIC I	3	4	5
		19	6	22

**Winter Quarter**

ENG 204	Fundamentals of Speech	5	0	5
BUS 125	Personal Finance	5	0	5
BUS 223	Intermediate Accounting II	3	2	4
EDP 111	COBOL I	3	4	5
		16	6	19

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			Hours Per Week		Quarter
			Class	Lab	Hours Credit
<b>Spring Quarter</b>					
SOC	201	Social Science	3	0	3
PSY	206	Applied Psychology	3	0	3
BUS	224	Intermediate Accounting III	3	2	4
BUS	225	Cost Accounting	3	2	4
EDP	216	Data Processing Applications	2	4	4
			14	8	18

**Minimum No. of Clock Hours Required for Graduation**

**Minimum No. of Credit Hours Required for Graduation** **120**

# Agricultural Science

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## **Purpose**

The Agricultural Science curriculum is designed to prepare persons in the scientific, technical, and managerial concepts of farm and agricultural enterprise operations.

The program emphasizes the management and operations of farms. Courses included to prepare the person to perform most of the repairs and installation of buildings and equipment, as well as perform electrical, construction, and irrigation requirements pertaining to the farm operation. Additional courses include those which prepare for planning, financing, marketing, and long-range forecasting of the farm enterprise.

## **Job Description**

Graduates from this curriculum will be qualified to operate and manage their own farm enterprise. In addition, opportunities can exist in selling agricultural products, managing farm supply stores and inspecting farm products.

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**AGRICULTURAL SCIENCE**  
**PROGRAM CODE T-126**

		Hours Per Week		Quarter
		Class	Lab	Hours Credit
<b>First Quarter</b>				
AGR 101A	Farm Tractors I	3	3	4
AGR 102	Farm Business Management	2	0	2
AGR 104	Swine Feeding and Management	2	0	2
		7	3	8
<b>Second Quarter</b>				
AGR 101B	Farm Tractors II	0	6	2
AGR 105	Pastures and Forage Crops	2	0	2
AGR 109	Soil Science	2	0	2
		4	6	6
<b>Third Quarter</b>				
AGR 106A	Techniques of Welding I	3	3	4
AGR 107	Farm Accounting and Records	2	0	2
AGR 108	Beef Production	2	0	2
		7	3	8
<b>Fourth Quarter</b>				
AGR 106B	Techniques of Welding II	0	6	2
AGR 117	Feeds and Feeding Farm Animals	2	0	2
AGR 118	Feed Grain Crops	2	0	2
		4	6	6
<b>Fifth Quarter</b>				
AGR 114A	Farm Electrification I	3	3	4
AGR 121	Weed Identification and Control	2	0	2
AGR 123	Ornamental Horticulture	2	0	2
		7	3	8
<b>Sixth Quarter</b>				
AGR 114B	Farm Electrification II	0	6	2
AGR 124	Plant Propagation	2	0	2
AGR 126	Farm Forest Management	2	0	2
		4	6	6

		Hours Per Week		Quarter
		Class	Lab	Hours
				Credit
<b>Seventh Quarter</b>				
AGR 122A	Farm Machinery Repair and Maintenance I	3	3	4
AGR 130	Pesticides	2	0	2
AGR 131	Soybean Production	2	0	2
		7	3	8
<b>Eighth Quarter</b>				
AGR 122B	Farm Machinery Repair and Maintenance II	0	6	2
AGR 139	Fertilizers and Lime	2	0	2
AGR 142	Agriculture Finance	2	0	2
		4	6	6
<b>Ninth Quarter</b>				
AGR 128A	Farm and Home Construction I	3	3	4
AGR 138	Farm Records and Taxes	2	0	2
AGR 144	Opportunities in Agriculture Business	2	0	2
		7	3	8
<b>Tenth Quarter</b>				
AGR 128B	Farm and Home Construction II	0	6	2
AGR 134	Tobacco Production	2	0	2
AGR 140	Vegetable Production	2	0	2
		4	6	6
<b>Eleventh Quarter</b>				
AGR 141	Surveying I	3	3	4
AGR 136	Agricultural Math	2	0	2
AGR 143	New Sources of Farm Income	2	0	2
		7	3	8
<b>Twelfth Quarter</b>				
AGR 133	Farm Water and Plumbing Systems	3	3	4
AGR 132	Livestock Diseases and Parasites	2	0	2
AGR 135	Agricultural Law	2	0	2
		7	3	8
<b>Elective</b>				
AGR 137	Farm and Home Appliance Repair	3	9	6



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\*To qualify for the Associate in Applied Science Degree, students must meet the following requirements:

1. Regular college entrance requirements, including placement tests.
2. The satisfactory completion of a minimum of 18 to 22 hours of general education in addition to the appropriate technical courses will lead to an Associate in Applied Science Degree. The manner in which the 18 to 22 quarter hours of credit is to be distributed is indicated below:

		Hours Per Week		Quarter
		Class	Lab	Hours Credit
I.	English - A minimum of 12 quarter hours credit from the following courses:			
ENG 101	Grammar	5	0	5
ENG 102	Composition	3	0	3
ENG 103	Report Writing	3	0	3
ENG 204	Fundamentals of Speech	5	0	5
II.	Social Science - A minimum of 6 quarter hours from the following courses:			
SSC 201	Social Science	3	0	3
PSY 206	Applied Psychology	3	0	3

**Minimum No. of Clock Hrs. Required for Graduation - 1,650**

**Maximum No. of Clock Hrs. Required for Graduation - 1,694**

**Minimum No. of Credit Hrs. Required for Graduation - 110**

**Maximum No. of Credit Hrs. Required for Graduation - 114**

# Banking and Finance

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## Purpose

The purpose of the Banking and Finance Curriculum: (a) to prepare the individual to enter the Banking and Finance Industries, (b) to provide an educational program for the banking employee wanting to receive credit toward an Associate Degree and toward the American Institute of Banking certificate, (c) to provide an educational program to upgrade or retrain individuals presently employed in the banking or finance industry. These purposes will be fulfilled through study in areas such as banking and finance principles, theories and practices; lending and collections procedures; financial analysis; marketing and public relations.

## Job Description

This curriculum will provide the opportunity for an individual to enter a variety of banking or finance jobs in retail banks, commercial banks, government lending agencies, mortgage banks and credit companies.

## BANKING AND FINANCE PROGRAM CODE T-112

		Hours Per Week		Quarter
		Class	Lab	Hours Credit
<b>Fall Quarter</b>				
*BUS 109	Business Mathematics	5	0	5
*ENG 101	Grammar	5	0	5
*BUS 101	Introduction to Business	5	0	5
*BUS 102	Typewriting I	2	3	3
		17	3	18
<b>Winter Quarter</b>				
*BUS 120	Accounting I	3	2	4
**ENG 102	Composition	3	0	3
**BUS 110	Office Machines I	2	3	3
AIB 202	Principles of Bank Operations	4	0	4
		12	5	14
<b>Spring Quarter</b>				
**BUS 121	Accounting II	3	2	4
**ENG 206	Business Communication	3	0	3
*BUS 115	Business Law I	5	0	5
*ECO 102	Economics I	5	0	5
		16	2	17

			Hours Per Week		Quarter
			Class	Lab	Hours Credit
<b>Summer Quarter</b>					
**BUS	116	Business Law II	5	0	5
*ECO	104	Economics II	3	0	3
AIB	209	Installment Credit	4	0	4
*EDP	104	Introduction to Data Processing	3	2	4
			15	2	16
<b>Fall Quarter</b>					
*ENG	204	Fundamentals of Speech	5	0	5
SOC	215	Interpersonal Relationships and Communications	3	0	3
AIB	210	Money and Banking	4	0	4
*BUS	232	Sales Development	5	0	5
			17	0	17
<b>Winter Quarter</b>					
AIB	233	Analysis of Financial Statements	4	0	4
*PSY	206	Applied Psychology	3	0	3
AIB	205	Bank Management	4	0	4
BUS	209	Real Estate Finance	5	0	5
			16	0	16
<b>Spring Quarter</b>					
AIB	203	Bank Investments	4	0	4
AIB	235	Loan and Discount	4	0	4
*SSC	201	Social Science	3	0	3
		ELECTIVE	3	0	3
			14	0	14

<b>Minimum No. of Clock Hours Required for Graduation</b>	<b>1,309</b>
<b>Minimum No. of Credit Hours Required for Graduation</b>	<b>112</b>

\*COURSE CURRENTLY OFFERED AT ROBESON TECHNICAL COLLEGE

\*\*PREREQUISITE REQUIRED AND COURSE CURRENTLY OFFERED AT ROBESON TECHNICAL COLLEGE

# Business Administration

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## Introduction

In North Carolina the opportunities in business are increasing. With the increasing population and industrial development in this state, business has become more competitive and automated. Better opportunities in business will be filled by students with specialized education beyond the high school level.

## Purpose

The Business Administration curriculum is designed to prepare the graduate for employment and immediate effectiveness in many types of administrative and management trainee positions throughout the industrial community. The objectives of the Business Administration curriculum are to develop the following competencies:

1. Understanding of the principles of organization and management in business operations;
2. Understanding our economy through study and analysis of the role of production and marketing;
3. Knowledge in specific elements of accounting, finance, and business law;
4. Understanding and skill in effective communication for business;
5. Knowledge of human relations as they apply to successful business operations in a rapidly expanding economy.

## Job Description

The graduates of the Business Administration curriculum may enter a variety of career opportunities from beginning sales or office manager trainee to specialized duties in production, quality control, or inventory control. The duties and responsibilities of the graduates vary in different firms. These encompassments might include: Making up and filing reports; tabulating and posting data; credit and billing; checking calculations; adjusting complaints; operating various office machines; and assisting managers in supervising. Positions are available in businesses such as advertising, banking, credit, finance, retailing, wholesaling, hotel, tourist and travel industry, insurance, transportation, and communications.

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**BUSINESS ADMINISTRATION**  
**PROGRAM CODE T-018**

Hours Per Week    Quarter  
                          Class    Lab    Hours  
    Credit

**Fall Quarter**

ENG 101	Grammar	5	0	5
BUS 101	Introduction to Business	5	0	5
BUS 102	Typewriting I	2	3	3
BUS 109	Business Mathematics	5	0	5
BUS 120	Accounting I	3	2	4
		20	5	22

**Winter Quarter**

ENG 102	Composition	3	0	3
BUS 115	Business Law I	5	0	5
BUS 110	Office Machines	2	3	3
BUS 121	Accounting II	3	2	4
ECO 102	Economics I	5	0	5
		18	5	20

**Spring Quarter**

ENG 103	Report Writing	3	0	3
BUS 116	Business Law II	5	0	5
✓BUS 122	Accounting III	3	2	4
EDP 104	Survey of Data Processing Systems	3	2	4
ECO 104	Economics II	3	0	3
		17	4	19

**Fall Quarter**

ENG 206	Business Communication	3	0	3
BUS 123	Business Finance	5	0	5
BUS 235	Principles of Management	5	0	5
		13	0	13

**\*ELECTIVES**

BUS 233	Personnel Management & Supervision	5	0	5
EDP 109	BASIC I	3	4	5
(Minimum of 18 Credit Hours)				

			Hours Per Week	Quarter Hours Credit	
			Class	Lab	
<b>Winter Quarter</b>					
ENG 204	Fundamentals of Speech		5	0	5
BUS 125	Personal Finance		5	0	5
DMK 132	Sales Development		5	0	5
			15	0	15
<b>*ELECTIVES</b>					
BUS 271	Office Management		3	0	3
EDP 110	BASIC II		3	4	5
EDP 111	COBOL I		3	4	5
EDP 216	Data Processing Applications		2	4	4
(Minimum of 18 Credit Hours)					
<b>Spring Quarter</b>					
SSC 201	Social Science		3	0	3
PSY 206	Applied Psychology		3	0	3
BUS 247	Fundamentals of Risk and Insurance		5	0	5
			11	0	11
<b>*ELECTIVES</b>					
BUS 245	Advertising & Sales Promotion		5	0	5
EDP 216	Data Processing Applications		2	4	4
(Minimum of 15 Credit Hours)					
<b>Minimum No. of Clock Hours Required for Graduation</b>					<b>1320</b>
<b>Minimum No. of Credit Hours Required for Graduation</b>					<b>112</b>



# General Office Technology

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## Introduction

More people are now employed in clerical occupations than in any other single job category. Automation and increased production will mean that these people will need more technical skills and a greater adaptability for diversified types of jobs.

## Purpose

The General Office Technology curriculum is designed to develop the necessary variety of skills for employment in the business world. Specialized training in skill areas is supplemented by related courses in Mathematics, Accounting, Business Law, and Applied Psychology.

## Job Description

The graduate of the General Office Technology curriculum may be employed as an administrative assistant, accounting clerk, assistant office manager, bookkeeper, file clerk, machine transcriptionist, or a variety of other clerical-related jobs. Positions are available in almost every type of business, large or small.

## GENERAL OFFICE TECHNOLOGY PROGRAM CODE T-033

	Hours Per Week		Quarter
	Class	Lab	Hours Credit
<b>Fall Quarter</b>			
ENG 101 Grammar	5	0	5
BUS 101 Introduction to Business	5	0	5
BUS 102 Typewriting I	2	3	3
BUS 109 Business Mathematics	5	0	5
	17	3	18
<b>Winter Quarter</b>			
ENG 102 Composition	3	0	3
BUS 103 Typewriting II	2	3	3
BUS 120 Accounting I	3	2	4
EDP 104 Survey of Data Processing Systems	3	2	4
	11	7	14

		Hours Per Week		Quarter
		Class	Lab	Hours
				Credit
<b>Spring Quarter</b>				
ENG 104	Executive Spelling	3	0	3
BUS 104	Typewriting III	2	3	3
BUS 112	Records Management	3	2	4
BUS 121	Accounting II	3	2	4
		11	7	14
<b>Fall Quarter</b>				
ENG 201	Advanced Grammar	5	0	5
ENG 206	Business Communication	3	0	3
BUS 115	Business Law I	5	0	5
BUS 204	Advanced Typewriting IV	2	3	3
BUS 110	Office Machines	2	3	3
		17	6	19
<b>Winter Quarter</b>				
BUS 214	Office Procedures	3	2	4
BUS 183	Terminology, Vocabulary, & Punctuation	5	0	5
BUS 211	Machine Transcription I	2	3	3
BUS 125	Personal Finance	5	0	5
		15	5	17
<b>Spring Quarter</b>				
ENG 204	Fundamentals of Speech	5	0	5
SSC 201	Social Science	3	0	3
PSY 231	Personal Development	3	0	3
BUS 212	Machine Transcription II	2	3	3
BUS 273	Word Processing Applications	2	4	4
		15	7	18
<b>Minimum No. of Clock Hours Required for Graduation</b>				<b>1331</b>
<b>Minimum No. of Credit Hours Required for Graduation</b>				<b>100</b>

# Nursing Education Option, Practical and Associate Degree

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## Introduction

The accelerated growth of population in North Carolina and rapid advancement in medical technology demand an increased number of well-trained personnel for health services. Realizing this need, the North Carolina Department of Community Colleges, in conjunction with local hospitals, administers programs of both practical and associate degree nursing education throughout the state.

Students are selected on the basis of demonstrated aptitude for nursing, as determined by pre-entrance tests, interviews with faculty members, high school record, character references, and reports of medical and dental examinations. Successful completion of Grammar and Math for Nurses is required for entry.

Upon completion of the first year, the student may elect to exit and be eligible to take the North Carolina Board of Nursing Examination to become a Licensed Practical Nurse (L.P.N.); or to enter the second level that leads to the Associate of Applied Science Degree in Nursing. At the successful completion of the seven and one-half quarter course of study, the graduate is eligible to write the State Board of Nursing Examination to become a Registered Nurse (R.N.).

## Purpose

The aim of the Nursing Education Option program is to prepare qualified persons for participation in care of patients of all ages, in various states of dependency, and with a variety of illness conditions.

Throughout the seven and one-half quarter program the student is expected to continuously acquire knowledge and understanding related to nursing and the biological and social sciences and to develop skills related to nursing practice, communications, interpersonal relations, and use of good judgment. Evaluation of student performance consists of tests on all phases of course content, evaluation of clinical performance, and evaluation of adjustment to the responsibilities of nursing. A passing score is required on all graded work, plus demonstrated progress in application of nursing skills to actual patient care.

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A graduate of the Nursing Education Option program will have suitable personal characteristics, ability to adapt knowledge and understanding of nursing principles to a variety of situations, technical skills for performance of bedside nursing, appreciation for differences of people and for the worth of every individual, a desire to serve and to help others, and readiness to conform to the requirements of nursing ethics and hospital policies.

### **Job Description**

The graduate nurse is prepared to function in a variety of situations: hospitals of all types, nursing homes, clinics, doctors' and dentists' offices, and in some localities, public health facilities.

### **First Level Competencies**

Upon completion of the first level, the graduate will meet the requirements for licensure as an LPN in North Carolina and will be prepared to do the following:

1. Administer care to patients with uncomplicated nursing and health problems in a safe and efficient manner under the supervision of a professional nurse or a physician.
2. Document nursing assessment of physical, mental and emotional reactions of individuals as they relate to health and illness.
3. Recognize and interpret roles of the members of the health team in the hospital and community health agency.
4. Demonstrate appropriate communication skills in working as a health team member in planning and implementing measures to promote comfort and safety of the patient.
5. Recognize desired effects and side effects of medication, and demonstrate abilities to calculate and administer dosages as medically prescribed.
6. Assess basic physical and psychosocial needs based on knowledge of normal body structure and function, growth and development, and concepts of physical and emotional health.
7. Apply knowledge of pathophysiology of common illness to rationale for treatment and plan of nursing intervention.
8. Plan, implement and evaluate nursing care which assists individuals in self-care measures of a therapeutic quality.

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9. Exhibit a knowledge of personal and professional limitations and legal responsibilities in the provision of patient care.
  10. Assume responsibility for continued career development as related to expanding knowledge based on a changing health care team.

## **Second Level Competencies**

Upon completion of the second level, the graduate will meet the requirements for licensure as an RN in North Carolina and will be prepared to do the following:

1. Assess self-care deficits of individuals resulting from a situation of personal health in various care situations.
2. Utilize principles of the biological, physical and social sciences in planning, implementing and evaluating nursing care.
3. Exercise leadership ability in supervising and/or teaching other members of the health team involved in nursing care.
4. Record and report observations through nursing assessment based on knowledge of normal anatomy and physiology and illness processes.
5. Initiate appropriate self-care measures by patients to maintain and promote health and prevent illness.
6. Refer patients or utilize special skills and services of other health team members as well as those of community health, social agencies and resources.
7. Demonstrate abilities and responsibilities in administering medications including dosage, desired and undesired effects, and evaluation of medication orders for accuracy.
8. Apply principles of communication skills and interpersonal relationships with members of the health teams, patients and their families.
9. Display competence in performing highly technical functions in caring for acute and critically ill patients.
10. Exhibit a knowledge of personal and professional limitations and legal responsibilities in the provisions of patient care.
11. Assume responsibility for continued career development as related to expanding knowledge based on a changing health care system.

**NURSING EDUCATION OPTION,  
PRACTICAL AND ASSOCIATE DEGREE  
PROGRAM CODE T-116**

				Hours Per Week	Quarter Hours		
				Class	Lab	Clin.	Credit
<b>FIRST LEVEL</b>							
<b>First Quarter</b>							
NUR	101	Fundamentals of Nursing		5	6	15*	9
BIO	102	Basic Life Science		4	2	0	5
NUR	109	Metrology		3	0	0	3
				12	8	15*	17
<b>Second Quarter</b>							
NUR	102	Medical-Surgical Nursing I		5	2	15	11
NUR	107	Pharmacology		2	0	0	2
NUT	101	Nutrition and Diet Therapy		3	0	0	3
				10	2	15	16
<b>Third Quarter</b>							
NUR	103	Medical-Surgical Nursing II		5	2	12	10
PSY	110	General Psychology		3	0	0	3
ENG	102	Composition		3	0	0	3
				11	2	12	16
<b>Fourth Quarter</b>							
NUR	104	Parent-Child Nursing I		6	0	15	11
PSY	102	Human Growth and Development		3	0	0	3
NUR	105	Nursing Trends and Seminar**		5	0	0	5
BIO	200	Microbiology**		4	2	0	5
				13	0	15	19
				or	or		
				14	2		

EXIT POINT FOR PRACTICAL NURSES (All students will be eligible to take the State Board of Nursing Examination for license as LPN)

**SECOND LEVEL**

**Fifth Quarter**

PSY	205	Abnormal Psychology		3	0	0	3
BIO	209	Human Anatomy & Physiology I		4	2	0	5
NUR	208	Psychiatric Nursing		4	2	12	9
or							
NUR	207	Parent-Child Nursing II		4	2	12	9
				11	4	12	17



				Hours Per Week			Quarter Hours Credit
				Class	Lab	Clin.	
<b>Sixth Quarter</b>							
NUR 208	Psychiatric Nursing			4	2	12	9
	or						
NUR 207	Parent-Child Nursing II			4	2	12	9
BIO 210	Human Anatomy & Physiology II			4	2	0	5
ENG 103	Report Writing			3	0	0	3
				11	4	12	17
<b>Seventh Quarter</b>							
NUR 204	Medical-Surgical Nursing III			4	2	15	10
SOC 102	Principles of Sociology			3	0	0	3
NUR 206	Nursing Trends and Careers			3	0	0	3
				10	2	15	16
<b>Eighth Quarter (Six Weeks)</b>							
NUR 205	Medical-Surgical Nursing IV			5	0	12	9
<b>PRE-ENTRANCE REQUIREMENTS:</b>							
ADN 200	Introduction to Associate Degree Nursing			20	20	35	4
ENG 101	Grammar			5	0	0	5
MAT 039	Basic Math for Nurses			4	0	0	4

\* Last four (4) weeks of quarter.

\*\* Required only of students leaving after fourth (4th) quarter.

\*\*\* Required only of students who will continue in fifth (5th) quarter.

#### NURSING

LEVEL I	374	110	528	54
LEVEL II	539	176	1089	84

#### NON-NURSING

LEVEL I	143	22	0	14
LEVEL II	373	88	0	38

TOTAL LEVEL I - NURSING AND NON-NURSING	1177
TOTAL LEVEL II - NURSING AND NON-NURSING	1088

<b>Minimum No. of Clock Hrs. Required for Graduation</b>	<b>2265</b>
<b>Minimum No. of Credit Hrs. Required for Graduation</b>	<b>127</b>

# Police Science Technology

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## **Introduction**

It is recognized today that the police profession can no longer rely on its past methodology in recruitment, training, and performance in the field. The complexities of modern society require that law enforcement officers to be knowledgeable in a number of areas. A law enforcement officer must have an understanding of human psychology in order to arbitrate domestic quarrels and properly handle deviant behavior. His deep involvement with the entire administration of justice necessitates an understanding of law. He must have an understanding of the behavior, attitudes, and motivations of various ethnic groups. The law enforcement officer must understand emergency procedures and be prepared to administer aid to injured and ill individuals.

A law enforcement officer must be expert in his daily work area; he must develop a competency in investigative techniques, patrol and traffic functions, court procedures, police management, forensic science, and the mechanics of arrest, search, and seizure.

Above all, the law enforcement officer must understand the meaning and value of ethical concepts relating to honesty, integrity, and tolerance.

## **Description of Curriculum**

This curriculum will assist the student in acquiring the necessary understandings required of law enforcement officers by modern society. The approach is both theoretical and practical, with course work which covers all areas of the practical, theoretical, and technical application of law enforcement techniques. The courses in this curriculum are designed for law enforcement officers, prospective law enforcement officers, and citizens interested in the crime problem. Classes are scheduled so that they can be taken by law enforcement officers during their off-duty hours. The degree of Associate in Applied Science in Police Science Technology will be awarded upon successful completion of this curriculum.

**POLICE SCIENCE TECHNOLOGY  
PROGRAM CODE T-064**

			Hours Per Week	Quarter Hours
			Class	Credit
<b>Fall Quarter</b>				
ENG	101	Grammar	5	5
BUS	111	Business Mathematics	5	5
PSC	101	Introduction to Police Science	5	5
PSY	207	Applied Psychology for Law Enforcement Personnel	4	4
PSC	102	Motor Vehicle Laws	3	3
			22	22
<b>Winter Quarter</b>				
ENG	102	Composition	3	3
PSC	220	Police Organization and Administration	3	3
PSC	105	Introduction to Criminology	5	5
POL	102	United States Government	3	3
SOC	201	Principles of Sociology	5	5
			19	19
<b>Spring Quarter</b>				
ENG	204	Fundamentals of Speech	5	5
POL	202	State & Local Government	5	5
HEA	102	First Aid & Safety	3	3
PSC	106	Identification Techniques	3	4
PSC	110	Police Role in Crime & Delinquency	3	3
			19	20
<b>Fall Quarter</b>				
ENG	103	Report Writing *Elective	3 **	3
PSC	115	Criminal Law I	3	3
PSC	201	Traffic Planning & Management	5	5
PSC	221	Police Supervision	3	3
			17	18

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			Hours Per Week		Quarter
			Class	Lab	Hours Credit
<b>Winter Quarter</b>					
PSC	116	Criminal Law II	3	0	3
		*Elective	**		4
PSC	211	Introduction to Criminalistics	3	2	4
PSC	225	Criminal Procedure	2	0	2
PSC	217	Laws of Arrest, Search, and Seizure	5	0	5
			16	4	18
<b>Spring Quarter</b>					
PSC	240	Firearms & Defensive Tactics	3	2	4
PSC	210	Criminal Investigation	3	4	5
PSC	205	Criminal Evidence	3	0	3
PSY	103	Adolescent Psychology	3	0	3
PSC	230	Human Relations	3	0	3
			15	6	18
<b>Electives</b>					
PSC	212	Forensic Science	3	2	4
PSC	208	Applied Police Psychology	3	0	3
PSC	202	Police Community Relations	2	0	2
BUS	102	Beginning Typewriting	2	3	3
PSC	219	Administration of Justice	5	0	5
PSC	250	Individual Study	3	0	3
PSC	241	Firearms Practice I	0	3	1

\*Electives are predetermined by Police Science Advisory Committee and faculty recommendations.

\*\*3, 4, or 5 credit hours. The combination of electives must total at least eight credit hours.

<b>Minimum No. of Clock Hrs. Required for Graduation</b>	<b>1,320</b>
<b>Minimum No. of Credit Hrs. Required for Graduation</b>	<b>115</b>

# Secretarial - Executive

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## Introduction

The tremendous business and industrial expansion throughout North Carolina has placed even greater demands on operating executives. Because of these demands, increased emphasis has been placed on the requirements for more and better qualified stenographers and executive secretaries to relieve the manager of routine administrative matters.

## Purpose

The purpose of this curriculum is to outline a program of instruction that will provide training in secretarial procedures and practices required by business office managers and insure that graduates of this course will be immediately effective upon accepting employment in a business office.

The objectives of the Executive Secretarial curriculum are to develop the following competencies:

1. Skill in typing, dictation, transcription, and business terminology;
2. Special training in accounting, business mathematics, business law, and office machines;
3. Understanding and skill in the effective use of communications, human relations and personality, and social science in business functions.

## Job Description

The graduate of the Executive Secretarial curriculum will qualify for a variety of positions requiring skill in dictation, accurate transcription of business letters and reports, general knowledge of the business community, and may be employed as a stenographer or executive secretary. Stenographers are primarily responsible for taking dictation and transcribing letters, memoranda, or reports. The executive secretary, in addition to taking dictation and transcribing, is given more responsibility in connection with meeting office callers, screening telephone calls, and being an assistant to an executive. The graduate may enter a secretarial position in a variety of offices in businesses such as insurance companies, banks, marketing institutions, and financial firms.

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**SECRETARIAL-EXECUTIVE  
PROGRAM CODE T-030**

Hours Per Week    Quarter  
                                 Hours  
                                 Credit

**Fall Quarter**

ENG 101	Grammar	5	0	5
BUS 101	Introduction to Business	5	0	5
BUS 102	Typewriting I	2	3	3
BUS 109	Business Mathematics	5	0	5
BUS 106	Shorthand I	3	2	4
		20	5	22

**Winter Quarter**

ENG 102	Composition	3	0	3
BUS 103	Typewriting II	2	3	3
BUS 120	Accounting I	3	2	4
EDP 104	Survey of Data Processing Systems	3	2	4
BUS 107	Shorthand II	3	2	4
		14	9	18

**Spring Quarter**

ENG 104	Executive Spelling	3	0	3
BUS 104	Typewriting III	2	3	3
BUS 112	Records Management	3	2	4
BUS 121	Accounting II	3	2	4
BUS 108	Shorthand III	3	2	4
		14	9	18

**Fall Quarter**

ENG 206	Business Communication	3	0	3
BUS 115	Business Law I	5	0	5
BUS 204	Advanced Typewriting IV	2	3	3
BUS 110	Office Machines	2	3	3
BUS 206	Shorthand-Dictation & Transcription I	3	2	4
		15	8	18



			Hours Per Week		Quarter
			Class	Lab	Hours
					Credit
<b>Winter Quarter</b>					
BUS	214	Office Procedures	3	2	4
BUS	183	Terminology, Vocabulary & Punctuation	5	0	5
BUS	211	Machine Transcription I	2	3	3
BUS	125	Personal Finance	5	0	5
BUS	207	Shorthand-Dictation & Transcription II	3	2	4
			18	7	21
<b>Spring Quarter</b>					
ENG	204	Fundamentals of Speech	5	0	5
SSC	201	Social Science	3	0	3
PSY	231	Personal Development	3	0	3
BUS	208	Shorthand-Dictation & Transcription III	3	2	4
BUS	273	Word Processing Applications	2	4	4
			16	6	19
<b>Minimum No. of Clock Hours Required for Graduation</b>					<b>1551</b>
<b>Minimum No. of Credit Hours Required for Graduation</b>					<b>116</b>

# Secretarial - Legal

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## Introduction

The demand for better qualified legal secretaries in our ever-expanding legal profession throughout the state is becoming more acute. Qualified legal secretaries will relieve the attorney of routine administrative matters.

## Purpose

The purpose of the Legal Secretarial curriculum is to outline a training program that will provide specialized training in the accepted procedures required by the legal profession, and to enable persons to become proficient soon after accepting employment in the legal office.

The objectives of the Legal Secretarial curriculum are to develop the following competencies:

1. Skill in typing, dictation, transcription, and legal terminology;
2. Special training in accounting, business mathematics, business law, and office machines;
3. Understanding and skill in the effective use of communications, human relations and personality, and social science in legal functions.

## Job Description

The graduate of the Legal Secretarial curriculum should have a knowledge of legal terminology, skill in dictation and accurate transcription of legal records, reports, letters, and documents. The duties of a legal secretary may consist of: taking dictation and transcribing letters, memoranda, and reports, meeting office callers and screening telephone calls, filing, and scheduling appointments.

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**SECRETARIAL-LEGAL  
PROGRAM CODE T-031**

Hours Per Week    Quarter  
                          Hours  
                  Class    Lab    Credit

**Fall Quarter**

ENG 101	Grammar	5	0	5
BUS 101	Introduction to Business	5	0	5
BUS 102	Typewriting I	2	3	3
BUS 109	Business Mathematics	5	0	5
BUS 106	Shorthand I	3	2	4
		20	5	22

**Winter Quarter**

ENG 102	Composition	3	0	3
BUS 103	Typewriting II	2	3	3
BUS 120	Accounting I	3	2	4
EDP 104	Survey of Data Processing Systems	3	2	4
BUS 107	Shorthand II	3	2	4
		14	9	18

**Spring Quarter**

ENG 104	Executive Spelling	3	0	3
BUS 104	Typewriting III	2	3	3
BUS 112	Records Management	3	2	4
BUS 122	Accounting II	3	2	4
BUS 108	Shorthand III	3	2	4
		14	9	18

**Fall Quarter**

ENG 206	Business Communication	3	0	3
BUS 115	Business Law I	5	0	5
BUS 204	Advanced Typewriting IV	2	3	3
BUS 110	Office Machines	2	3	3
BUS 206	Shorthand-Dictation & Transcription I	3	2	4
		15	8	18

			Hours Per Week	Quarter Hours	
			Class	Lab	Credit
<b>Winter Quarter</b>					
BUS	214	Office Procedures	3	2	4
BUS	183	Terminology, Vocabulary & Punctuation (Legal)	5	0	5
BUS	211	Machine Transcription I	2	3	3
BUS	125	Personal Finance	5	0	5
BUS	207	Shorthand-Dictation & Transcription II	3	2	4
			18	7	21
<b>Spring Quarter</b>					
ENG	204	Fundamentals of Speech	5	0	5
SSC	201	Social Science	3	0	3
PSY	231	Personal Development	3	0	3
BUS	208	Shorthand-Dictation & Transcription III	3	2	4
BUS	273	Word Processing Applications	2	4	4
			16	6	19
<b>Minimum No. of Clock Hours Required for Graduation</b>					<b>1551</b>
<b>Minimum No. of Credit Hours Required for Graduation</b>					<b>116</b>

# Secretarial - Medical

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## Introduction

The recent expansion of existing medical facilities in Robeson County and the increasing number of physicians practicing in this area have created a demand for qualified medical stenographers and secretaries which far exceeds the supply of trained personnel. Qualified medical secretaries will relieve the physician of routine administrative matters.

## Purpose

The purpose of this curriculum is to outline a program of instruction that will provide training in secretarial procedures and practices required by the physicians and hospital administrators and insure that graduates of this course will be immediately effective upon accepting employment in a medical office.

The objectives of the Medical Secretarial curriculum are to develop the following competencies:

1. Skill in typing, dictation, transcription, and medical terminology;
2. Special training in accounting, business mathematics, business law, and office machines;
3. Understanding and skill in the effective use of communications, human relations and personality, and social science in medical functions.

## Job Description

The graduate of the Medical Secretarial curriculum will qualify for a variety of positions requiring skill in dictation, accurate transcription of business and medical letters, medical reports, general knowledge of the medical office operation, and may be employed as a medical stenographer or secretary. Medical stenographers are primarily responsible for taking dictation and transcribing letters, memoranda, or reports. The medical secretary, in addition to taking dictation and transcribing, is given more responsibility in connection with meeting callers, making appointments, screening telephone calls, and being an assistant to the physician. She may enter a secretarial position in a variety of offices in hospitals, medical supply houses, physicians' offices and clinics.

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**SECRETARIAL-MEDICAL  
PROGRAM CODE T-032**

Hours Per Week    Quarter  
                                 Hours  
                                 Credit

**Fall Quarter**

ENG 101	Grammar	5	0	5
BUS 101	Introduction to Business	5	0	5
BUS 102	Typewriting I	2	3	3
BUS 109	Business Mathematics	5	0	5
BUS 106	Shorthand I	3	2	4
		20	5	22

**Winter Quarter**

ENG 102	Composition	3	0	3
BUS 103	Typewriting II	2	3	3
BUS 120	Accounting I	3	2	4
EDP 104	Survey of Data Processing Systems	3	2	4
BUS 107	Shorthand II	3	2	4
		14	9	18

**Spring Quarter**

ENG 104	Executive Spelling	3	0	3
BUS 104	Typewriting III	2	3	3
BUS 112	Records Management	3	2	4
BUS 121	Accounting II	3	2	4
BUS 108	Shorthand III	3	2	4
		14	9	18

**Fall Quarter**

BIO 110	Anatomy	3	0	3
BUS 115	Business Law I	5	0	5
BUS 204	Advanced Typewriting IV	2	3	3
BUS 110	Office Machines	2	3	3
BUS 206	Shorthand-Dictation & Transcription I	3	2	4
		15	8	18



			Hours Per Week		Quarter
			Class	Lab	Hours Credit
<b>Winter Quarter</b>					
BUS	214	Office Procedures	3	2	4
BUS	183	Terminology, Vocabulary & Punctuation	5	0	5
BUS	211	Machine Transcription I	2	3	3
BUS	125	Personal Finance	5	0	5
BUS	207	Shorthand-Dictation & Transcription II	3	2	4
			18	7	21
<b>Spring Quarter</b>					
ENG	204	Fundamentals of Speech	5	0	5
SSC	201	Social Science	3	0	3
PSY	231	Personal Development	3	0	3
BUS	208	Shorthand-Dictation & Transcription III	3	2	4
BUS	273	Word Processing Applications	2	4	4
			16	6	19
<b>Minimum No. of Clock Hours Required for Graduation</b>					<b>1551</b>
<b>Minimum No. of Credit Hours Required for Graduation</b>					<b>116</b>

# Teacher Associate

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### Purpose

The teaching profession is a very involved one and a profession that requires specialists and general practitioners. This curriculum is designed to provide a course of study for individuals who have the desire and capability to work with primary and elementary school-age children in the specialized area of reading, under the supervision of the classroom teacher.

### Job Description

The job of the Teacher Associate is to provide support for and instruction in programs of reading education. Specifically, the Teacher Associate will be trained to **assist** in:

**Teaching** - instructing large and small groups, grouping students, selecting appropriate materials, keeping records, and performing other duties associated with reading instruction.

**Evaluating** - administering teacher-made and commercial tests, interpreting diagnostic information, assessing student progress, identifying and referring to specialists those students with symptoms of specific disabilities.

**Communicating** - interacting continuously with students, teachers, parents, principals, central office administrators, support personnel, and other constituencies in the community.

The Teacher Associate curriculum is a 12-quarter Associate in Applied Science Degree Program.

### TEACHER ASSOCIATE PROGRAM CODE T-088

	Hours Per Week		Quarter
	Class	Lab	Hours Credit
<b>First Quarter</b>			
ENG 101 Grammar	5	0	5
EDU 150 Role of Teacher Associate	5	0	5
EDU 115 Language Arts for Children	3	0	3
	13	0	13

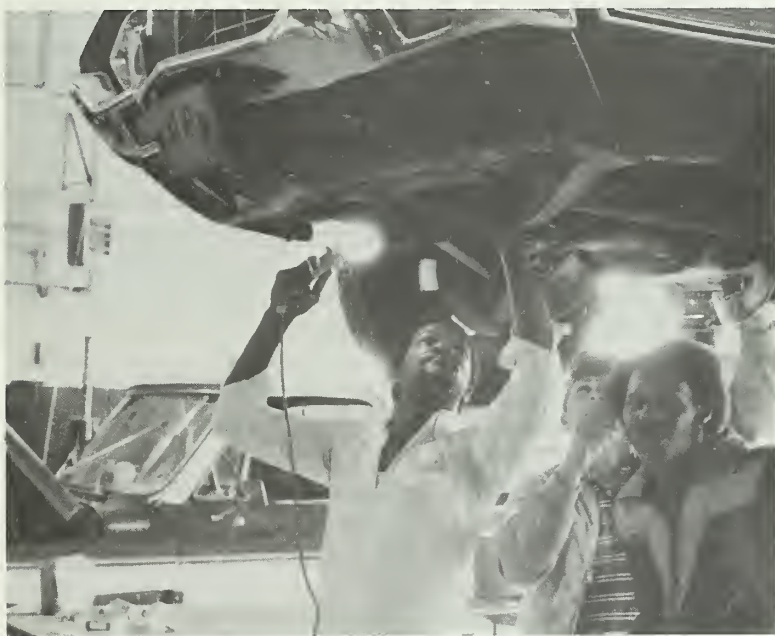
		Hours Per Week		Quarter Hours Credit
		Class	Lab	
<b>Second Quarter</b>				
RED	101 Introduction to Reading Education	3	0	3
ENG	102 Composition	3	0	3
PSY	101 Introduction to Psychology	5	0	5
		11	0	11
<b>Third Quarter</b>				
ENG	204 Fundamentals of Speech	5	0	5
PSY	102 Human Growth and Development	3	0	3
		8	0	8
<b>Fourth Quarter</b>				
EDU	203 Exceptional Children	3	0	3
SOC	201 Principles of Sociology	5	0	5
ENG	217 Children's Literature	3	0	3
		11	0	11
<b>Fifth Quarter</b>				
RED	102 Methods, Materials, and Techniques of Teaching Reading I	5	6	7
		5	6	7
<b>Sixth Quarter</b>				
RED	103 Methods, Materials, and Techniques of Teaching Reading II	5	6	7
		5	6	7
<b>Seventh Quarter</b>				
EDU	234 Audiovisual Instruction	3	3	4
RED	201 Organization and Administration of Reading Programs	3	3	4
		6	6	8
<b>Eighth Quarter</b>				
RED	202 Evaluation of Reading Programs, Teaching Materials and Achievement	4	3	5
PSY	215 Interpersonal Relationships and Communication	3	0	3
		7	3	8

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		Hours Per Week		Quarter
		Class	Lab	Hours
				Credit
<b>Ninth Quarter</b>				
RED 204	Seminar and Practice in Reading Education I	2	6	4
HEA 201	Personal Health and First Aid	5	0	5
		7	6	9
<b>Tenth Quarter</b>				
RED 203	Reading in Content Areas	3	6	5
SOC 108	Community Resources	3	0	3
		6	6	8
<b>Eleventh Quarter</b>				
RED 205	Seminar and Practice in Reading Education II	2	6	4
BUS 102	Typewriting I	2	3	3
		4	9	7
<b>Twelfth Quarter</b>				
RED 206	Supervised Internship in Reading Education	4	30	14
		4	30	14
<b>TOTALS</b>		<b>87</b>	<b>72</b>	<b>111</b>

# Vocational Diploma Programs

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# Vocational Diploma Information

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In a rapidly changing world of engineering and technologies, one must not lose sight of the growing need for skilled craftsmen. These craftsmen must acquire the technical knowledge of the occupation and be able to perform the necessary skills to meet successfully the increasing demands required in the vocational areas.

Robeson Technical College offers a series of vocational programs with emphasis on manipulative and mental skills applicable to a particular program for which a student is enrolled. These programs are designed to prepare the student for initial employment, retraining for new skills, or for advancement within a given vocation.

Trade courses require four or seven quarters of participation for students on a full-time basis.

A diploma is awarded at the successful completion of all course work of a program.

## **Programs of Study**

Air Conditioning, Heating  
and Refrigeration

Automotive Body Repair

Automotive Mechanics

Automotive Diesel Mechanics

Carpentry

Cosmetology

Electrical Installation  
and Maintenance

Electrical Installation

and Maintenance (Advanced Diploma)

Industrial Electronic Servicing

Machinist

Masonry

Welding



# Air Conditioning, Heating and Refrigeration

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## **Introduction**

In recent years the use of air conditioning and refrigeration equipment has increased tremendously. Practically all new building construction for business and commercial use has "all year" comfort systems. Many homes now have air conditioning and heating. The food industry is requiring greater use of refrigeration systems in freezing, storage, and display of products. With this great upswing in the use of air conditioning and refrigeration equipment, a greater demand is made on trained personnel to install, operate, maintain and service this equipment.

## **Purpose**

This curriculum is designed to give the students practical knowledge that will enable them to become capable servicemen in the industry. The principle objective has been to outline the required technical and related instruction to enable them to understand the basic principles involved in the construction, operation, and maintenance of equipment. Job opportunities exist with companies that specialize in air conditioning, automatic heating, sheet metal, and commercial refrigeration installation and service. The service man is employable in areas of sales, maintenance, installation and in the growing fields of truck and trailer refrigeration.

## **Job Description**

The air conditioning and refrigeration mechanic installs, inspects, maintains, services and repairs domestic and commercial equipment; connects motors, compressors, temperature controls, humidity controls, and circulating fans to control panels; tests systems, observes pressure and vacuum gauges, and adjusts controls to insure proper operation.

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**AIR CONDITIONING, HEATING AND REFRIGERATION****PROGRAM CODE V-024**

Hours Per Week			Quarter Hours
Class	Lab	Shop	Credit

**Fall Quarter**

AHR 1121	Principles of Refrigeration	3	0	12	7
MAT 1101	Fundamentals of Mathematics	5	0	0	5
PHY 1101	Applied Science	3	2	0	4
DFT 1116	Blueprint Reading (Air Conditioning Related)	2	0	3	3
		13	2	15	19

**Winter Quarter**

ENG 1101	Reading Improvement	5	0	0	5
AHR 1122	Domestic and Commercial Refrigeration	3	0	12	7
AHR 1127	Intro. to Automatic Controls	5	0	0	5
PHY 1102	Applied Science	3	2	0	4
		16	2	12	21

**Spring Quarter**

ENG 1102	Communication Skills	3	0	0	3
AHR 1123	Principles of Air Conditioning	3	0	9	6
AHR 1128	Automatic Controls	3	0	6	5
PSY 1101	Human Relations	3	0	0	3
WLD 1103	Basic Gas Welding	0	0	3	1
		12	0	18	18

**Summer Quarter**

AHR 1124	Air Conditioning and Refrigeration Servicing	3	0	6	5
AHR 1126	All Year Comfort Systems	3	0	6	5
MEC 1120	Duct Construction and Maintenance	3	0	6	5
BUS 1103	Small Business Operations	3	0	0	3
		12	0	18	18

**Minimum No. of Clock Hrs. Required for Graduation****1320****Minimum No. of Credit Hrs. Required for Graduation****76**

# Automotive Body Repair

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## Purpose

The field of automotive body repair and painting needs many more well-trained people to meet the growing demand. In this program, much of the students' time in the shop is devoted to learning skills and practicing these skills on car bodies and their component parts. Practical experience and related training prepare the student for entry into an occupation that offers many job opportunities.

## Job Description

Graduates of the Auto Body Repair curriculum are qualified for jobs in which they remove dents in automobile bodies and fenders; take off fenders and replace them with new ones; straighten frames, doors, hoods, and deck lids; and align wheels. In their work, these craftsmen operate welding equipment. They also make tests on and repair engine cooling systems. Auto body repairmen remove, cut, fit and install glass. This type of employment includes reading and interpreting blueprints, service manuals, and wiring diagrams. These repairmen also prepare orders for repairs and parts as well as estimates and statements for adjusters. After gaining experience, many of these craftsmen may open their own businesses or become body shop foremen, supervisors, or managers.

## AUTOMOTIVE BODY REPAIR PROGRAM CODE V-001

Hours Per Week			Quarter
Class	Lab	Shop	Hours Credit

### Fall Quarter

WLD 1103A	Basic Gas Welding	2	0	3	3
ENG 1101	Reading Improvement	5	0	0	5
AUT 1111	Auto Body Repair	5	0	15	10
		12	0	18	18

### Winter Quarter

PSY 1101	Human Relations	3	0	0	3
WLD 1105	Auto Body Welding	2	0	3	3
PHY 1101	Applied Science	3	2	0	4
AUT 1112	Auto Body Repair	3	0	15	8
		11	2	18	18

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			Hours Per Week			Quarter
			Class	Lab	Shop	Hours
						Credit
<b>Spring Quarter</b>						
MAT	1101	Fundamentals of Mathematics	5	0	0	5
WLD	1104	Basic Arc Welding	2	0	3	3
AUT	1113	Metal Finishing and Painting	5	0	15	10
			12	0	18	18
<b>Summer Quarter</b>						
BUS	1103	Small Business Operations	3	0	0	3
AUT	1115	Trim, Glass and Radiator Repair	1	0	6	3
AUT	1114	Body Shop Applications	2	0	18	8
			6	0	24	14
<b>Minimum No. of Clock Hrs. Required for Graduation</b>						<b>1331</b>
<b>Minimum No. of Credit Hrs. Required for Graduation</b>						<b>68</b>

# Automotive Mechanics

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## Introduction

Complexity in automotive vehicles increases each year because of scientific discovery and new engineering. These changes are reflected not only in passenger vehicles, but also in trucks, buses, and a variety of gasoline-powered equipment. This curriculum provides a basis for the student to compare and adapt to new techniques for servicing and repair as vehicles are changed year by year.

## Purpose

The Automotive Mechanics curriculum provides a training program for developing the basic knowledge and skills needed to inspect, diagnose, adjust, and repair automotive vehicles. Manual skills are developed in practical shop work. Thorough understanding of the operating principles involved in the modern automobile comes in class assignments, discussion, and shop practice. General objectives of the Automotive Mechanics curriculum are to develop the following competencies:

1. Understanding of the principles of operation of the internal combustion engine to include mathematics and physics as they apply.
2. Develop ability to read and understand blueprints, sketches, and drawings of all automotive systems.
3. Introduction to welding for automotive mechanics.
4. Knowledge of human relations, business communications, and an introduction to small business operations.

## Job Description

Automobile mechanics maintain and repair mechanical, electrical, and body parts of passenger cars, trucks, and buses. In some communities and rural areas, they may also service tractors, marine engines, and other gasoline-powered equipment. Mechanics inspect and test to determine the causes of faulty operation. They repair or replace defective parts to restore the vehicle or machine to proper operating condition. They are responsible for the use of shop manuals and other technical publications.

Automotive mechanics in smaller shops usually are general mechanics qualified to perform a variety of repair jobs. In larger shops,

mechanics may specialize in one particular area; i.e. engine tuneups, transmissions, power equipment, etc.

**AUTOMOTIVE MECHANICS  
PROGRAM CODE V-003**

Hours Per Week    Quarter  
Class    Lab    Shop    Hours  
Credit

**Fall Quarter**

<b>A</b>	<b>MAT</b>	<b>1101</b>	Fundamentals of Mathematics	5	0	0	5
<b>A</b>	<b>DFT</b>	<b>1101</b>	Schematics and Diagrams (Engines, Measurements, and Tools)	3	2	0	4
<b>A</b>	<b>PME</b>	<b>1101</b>	Internal Combustion Engines	5	0	15	10
				13	2	15	19

**Winter Quarter**

<b>A</b>	<b>ENG</b>	<b>1101</b>	Reading Improvement	5	0	0	5
<b>A</b>	<b>PHY</b>	<b>1101</b>	Applied Science	3	2	0	4
<b>A</b>	<b>DFT</b>	<b>1102</b>	Schematics and Diagrams (Electrical and Fuel Systems)	3	2	0	4
<b>A</b>	<b>PME</b>	<b>1102</b>	Engine Electrical and Fuel Systems	3	0	12	7
				14	4	12	20

**Spring Quarter**

<b>A</b>	<b>ENG</b>	<b>1102</b>	Communication Skills	3	0	0	3
<b>A</b>	<b>PHY</b>	<b>1102</b>	Applied Science	3	2	0	4
<b>A</b>	<b>PSY</b>	<b>1101</b>	Human Relations	3	0	0	3
<b>A</b>	<b>AUT</b>	<b>1121</b>	Automotive Braking Systems	2	0	3	3
<b>A</b>	<b>AUT</b>	<b>1123</b>	Automotive Chassis and Suspension Systems	2	0	12	6
				13	2	15	19

**Summer Quarter**

<b>A</b>	<b>BUS</b>	<b>1103</b>	Small Business Operation	3	0	0	3
<b>A</b>	<b>AHR</b>	<b>1101</b>	Automotive Air Conditioning	1	0	6	3
<b>A</b>	<b>AUT</b>	<b>1124</b>	Automotive Power Train Systems	3	0	12	7
<b>A</b>	<b>WLD</b>	<b>1101</b>	Basic Welding	2	0	3	3
				9	0	21	16

**Minimum No. of Clock Hrs. Required for Graduation**

**1320**

**Minimum No. of Credit Hrs. Required for Graduation**

**74**

# Automotive Mechanics [Diesel]

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First-year students that are presently enrolled in our Auto Mechanics first-year program and elect to go into the second-year Advanced Degree Program will be given a competency test during the summer quarter. A satisfactory grade must be obtained to allow enrollment of student into the second-year program.

Any student that has formally completed the first-year program in previous years, or a student that has had training or has worked as a mechanic is eligible to take the competency test.

All competency tests will be given during summer quarter on designated dates.

## **Introduction**

Modern diesel engines are manufactured in a great variety of types and sizes and are used for many different purposes. These engines are complicated machines requiring highly skilled, well trained personnel to properly repair and maintain them for operation at peak efficiency. Opportunities are excellent for the person who is anxious to learn and willing to work.

## **Purpose**

The auto-diesel advanced diploma program at Robeson Technical College has two main objectives: (1) To train the aspiring mechanic for entry into the automotive and diesel repair and maintenance field at a skill level in which he can diagnose and repair any phase of servicing with a minimum amount of supervision; (2) To provide realistic training and upgrading for service people who are presently employed in the field of mechanics.

## **Job Description**

This curriculum provides for a detailed nine-month study of diesel and advanced automotive fundamentals, engine repair procedures, electrical systems, air, fuel and lubrication systems on all makes of domestic and foreign cars and light duty trucks. Completion of this program leads to an advanced diploma in auto-diesel mechanics.



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**AUTO-DIESEL MECHANICS**  
**PROGRAM CODE V-003**

				Hours Per Week			Quarter
				Class	Lab	Shop	Hours Credit
<b>Fall Quarter</b>							
DSE	1101	Diesel Engine Block Assembly		2	0	12	6
PME	1103	Auto Engine Tune-Up and Emission Systems		3	4	9	8
				5	4	21	14
<b>Winter Quarter</b>							
DSE	1102	Diesel Engine Theory & General Repair		6	6	12	13
PME	1104	Automotive Electrical Systems		1	2	3	3
				7	8	15	16
<b>Spring Quarter</b>							
DSE	1103	Diesel Trouble Shooting, Servicing and Maintenance		6	0	18	12
AHR	1102	Air Conditioning and Service		1	2	3	3
				7	2	21	15
<b>Minimum No. of Clock Hours Required for Graduation</b>							<b>990</b>
<b>Minimum No. of Credit Hours Required for Graduation</b>							<b>45</b>

# Carpentry

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## Introduction

Carpentry is one of the basic trades in the construction field. Carpenters construct, erect, install, and repair structures of wood, plywood, and wallboard, using hand and power tools. The work must conform to local building codes for both residential and commercial structures.

## Purpose

The Carpentry curriculum is designed to provide the essential training in, and knowledge of the basic carpentry skills which will allow the graduate to be immediately effective upon entering the trade. Additional objectives of the Carpentry curriculum are to develop the following competencies:

1. Skill in the use and maintenance of hand and power tools;
2. Blueprint reading, methods of construction, carpentry, mathematics, and building codes;
3. Understanding of the principles of layout, concrete form construction, scaffolding, cabinetmaking and millwork, and finishing.

## Job Description

The carpenter constructs, erects, installs, and repairs structures and fixtures of wood, plywood, wallboard and other materials, using carpenters' hand tools and power tools to conform to local building codes. He is required to use blueprints, sketches, or building plans for information pertaining to type of material, dimensions, layout and design of structure, and method of construction.

**CARPENTRY**  
**PROGRAM CODE V-007**

Hours Per Week    Quarter  
 Class    Lab    Shop    Hours  
 Credit

**Fall Quarter**

Ⓒ MAT 1112	Building Trades Math	5	0	0	5
Ⓒ CAR 1101	Carpentry: Tools, Processes, and Introduction to Farming	4	0	21	11
		9	0	21	16

**Winter Quarter**

Ⓒ ENG 1101	Reading Improvement	5	0	0	5
Ⓒ DFT 1110	Blueprint Reading (Building Trades Related)	3	2	0	4
Ⓒ MAT 1113	Building Trades Math	5	0	0	5
Ⓒ CAR 1102	Carpentry: Farming	3	0	12	7
		16	2	12	21

**Spring Quarter**

Ⓒ ENG 1102	Communication Skills	3	0	0	3
PSY 1101	Human Relations	3	0	0	3
Ⓒ CAR 1103	Carpentry: Finishing	4	0	15	9
DFT 1111	Blueprint Reading and Sketching	3	2	0	4
		13	2	15	19

**Summer Quarter**

BUS 1103	Small Business Operations	3	0	0	3
CAR 1114	Building Codes	3	0	0	3
CAR 1104	Carpentry: Cabinetmaking	4	0	15	9
CIV 1101	Introduction to Surveying	2	0	3	3
		12	0	18	18

**Minimum No. of Clock Hrs. Required for Graduation**

**1320**

**Minimum No. of Credit Hrs. Required for Graduation**

**74**

# Cosmetology

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## **Introduction**

Cosmetologists advise men and women on problems of makeup, diet, care of the hair, skin, hands, and nails. Cosmetology has become a science consisting of the use of cosmetics based on scientific principles.

## **Purpose**

The Cosmetology curriculum is designed to prepare the student for employment in the field of cosmetology. Instruction and practice are provided in manicuring, shampooing, permanent waving, facials, massages, scalp treatments, hair cutting and styling. This curriculum is approved by the North Carolina State Board of Cosmetic Art Examiners.

## **Job Description**

A variety of job opportunities are available with cosmetic firms, beauty salons, department stores, etc.

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**COSMETOLOGY**  
**PROGRAM CODE V-009**

PROGRAM CODE V-009			Hours Per Week	Quarter Hours	
			Class	Lab	Credit
<b>Fall Quarter</b>					
COS	1101	Introduction to Cosmetology	6	0	6
COS	1102	Mannequin Practice	2	21	9
PSY	1101	Human Relations	3	0	3
			11	21	18
<b>Winter Quarter</b>					
COS	1103	Cosmetology Theory I	6	0	6
COS	1104	Cosmetology Skills I	2	21	9
ENG	1102	Communication Skills	3	0	3
			11	21	18
<b>Spring Quarter</b>					
COS	1105	Cosmetology Theory II	6	0	6
COS	1106	Cosmetology Skills II	3	24	11
			9	24	17
<b>Summer Quarter</b>					
COS	1107	Salon Management	7	0	7
COS	1108	Cosmetology Skills III	2	21	9
			9	21	16
<b>Elective Quarter</b>					
COS	1110	Cosmetology Skills IV	0	30	10
COS	1199	Cosmetology for Graduates	0	9	3
<b>Minimum No. of Clock Hours Required for Graduation</b>					<b>1397</b>
<b>Minimum No. of Credit Hours Required for Graduation</b>					<b>69</b>

# Electrical Installation and Maintenance

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## Introduction

The rapid expansion of the national economy and the increasing development of new electrical products is providing a growing need for qualified people to install and maintain electrical equipment. More and more tradesmen are required each year to replace those leaving the industry. It is expected that the demand for electrical tradesmen will continue to increase during the 1980's. The majority of the electrical tradesmen today are trained through apprenticeship or on-the-job training programs.

## Purpose

This curriculum will provide a training program which will give the graduate a basic knowledge of electricity and the fundamentals and practices involved in the electrical trades. A large portion of the program is devoted to laboratory and shop instruction which is designed to give the student practical knowledge and application experience in the fundamentals taught in class.

## Job Description

The graduate of the electrical trades program will be qualified to enter an electrical trade as an on-the-job trainee or apprentice, where he will assist in the planning, layout, installation, check out, and maintenance of systems in residential, commercial, or industrial areas. He will have an understanding of the fundamentals of the National Electrical Code regulations as related to wiring installations, electrical circuits, and the measurements of voltage, current, power, and power factor of single and polyphase alternating circuits. He will have a basic knowledge of motors and motor control systems; industrial electronic control systems; business procedures, organization, and practices; and communicative skills.

**ELECTRICAL INSTALLATION  
AND MAINTENANCE  
PROGRAM CODE V-018**

		Hours Per Week			Quarter Hours Credit
		Class	Lab	Shop	
<b>Fall Quarter</b>					
MAT 1115	Electrical Mathematics	5	0	0	5
ELC 1124	Residential Wiring	5	0	15	10
DFT 1112	Blueprint Reading (Electrical Related)	3	2	0	4
		13	2	15	19
<b>Winter Quarter</b>					
ENG 1101	Reading Improvement	5	0	0	5
DFT 1113	Blueprint Reading (Electrical Related)	3	2	0	4
PHY 1101	Applied Science (Electrical Related)	3	2	0	4
ELC 1112	Direct and Alternating Current	6	0	9	9
		17	4	9	22
<b>Spring Quarter</b>					
ENG 1102	Communication Skills	3	0	0	3
PSY 1101	Human Relations	3	0	0	3
ELC 1113	Direct and Alternating Current: Motors and Controls	6	0	18	12
		12	0	18	18
<b>Summer Quarter</b>					
BUS 1103	Small Business Operations	3	0	0	3
ELC 1125	Commercial and Industrial Wiring	9	0	18	15
		12	0	18	18

<b>Minimum No. of Clock Hours Required for Graduation</b>	<b>1320</b>
<b>Minimum No. of Credit Hours Required for Graduation</b>	<b>77</b>



# Electrical Installation and Maintenance [Advanced Diploma]

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(Entry into this program requires successful completion of the first four quarters and the recommendation of the instructor.)

## **Introduction**

This program has been designed to meet the increasing needs of industry for the highly skilled craftsmen in the electrical field. Due to rapid advances in technology, the industrial electrician must have a much wider knowledge of electrical theory, blueprint reading, and the operation and maintenance of special equipment.

## **Purpose**

The graduate of this program will have a detailed knowledge of electricity, blueprint reading, the National Electrical Code, the operation of electrical equipment, tools, and test equipment. He will be able to design and install circuits that utilize both conventional and solid state equipment.

## **Job Description**

The graduate of this program will be prepared to enter the electrical trade in residential, commercial, or the industrial field. He will be capable of installation of all types of motors and control systems. He will understand schematic circuit diagrams and the use of instruments in checking these circuits. He will be able to inspect and maintain all types of electrical equipment.

**ADVANCED ELECTRICAL INSTALLATION  
AND MAINTENANCE  
PROGRAM CODE V-018**

				Hours Per Week			Quarter Hours
				Class	Lab	Shop	Credit
<b>Fall Quarter</b>							
ELC	1114	Direct and Alternating Current		3	0	12	7
ELC	1132	Electrical Maintenance		2	0	9	5
ENG	1103	Advanced Communication Skills		3	2	0	4
				8	2	21	16
<b>Winter Quarter</b>							
ELC	1133	Electrical Maintenance		1	0	6	3
ELC	1121	Electrical Control Systems		4	0	9	7
ELC	1126	National Electrical Code		5	0	0	5
MAT	1117	Electrical Math		5	0	0	5
				15	0	15	20
<b>Spring Quarter</b>							
ELN	1131	Basic Industrial Electronics I		3	0	6	5
ELC	1134	Electrical Project		1	0	15	6
PHY	1102	Applied Science		3	2	0	4
				7	2	21	15
<b>Summer Quarter</b>							
ELC	1122	Logic Control Systems		3	0	9	6
ELN	1132	Basic Industrial Electronics II		3	0	9	6
				6	0	18	12

<b>Minimum No. of Clock Hours Required for Graduation</b>	<b>1265</b>
<b>Minimum No. of Credit Hours Required for Graduation</b>	<b>63</b>

# Industrial Electronic Servicing

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The purpose of this curriculum is to provide the basic knowledge and skills involved in installation and maintenance of electronic machines, controls, or components which are used in various industrial processes and service operations. Participants enrolled will study related electronic theory and practical application. They will be taught through laboratory experiences, verifying electronic principles and developing servicing techniques.

The graduate of this curriculum will find employment opportunities in the service and maintenance areas found in many manufacturing operations and service industries.

## INDUSTRIAL ELECTRONIC SERVICING PROGRAM CODE V-045

		Hours Per Week		Quarter Hours
		Class	Lab	Credit
<b>First Quarter</b>				
MAT 1115A	Electronics	5	0	5
ENG 1101	Reading Improvement	5	0	5
ELC 1115	DC Circuits: Theory & Practice	3	12	7
ELC 1106	Practical Laboratory Techniques	2	3	3
		15	15	20
<b>Second Quarter</b>				
MAT 1116	Electronic Servicing Mathematics	5	0	5
PHY 1101	Applied Science	3	2	4
ELC 1116	AC Circuits: Theory & Practice	3	12	7
ELN 1155	Solid State Devices	2	3	3
		13	17	19
<b>Third Quarter</b>				
ENG 1102	Communication Skill	3	0	3
PSY 1101	Human Relations	3	0	3
ELN 1125	Audio Receiver Servicing	5	0	5
ELN 1124	Electronic Drawing	2	6	4
ELN 1156	Solid State Circuits	2	9	5
		15	15	20

			Hours Per Week		Quarter
			Class	Lab	Hours Credit
<b>Fourth Quarter</b>					
ELN	1153	Applied Math--Electronics	5	0	5
ELN	1104	Instruments & Measurements	2	3	3
ELN	1127	Video Receiver Circuits & Servicing	5	15	10
			12	18	18
<b>Fifth Quarter</b>					
ELN	1165	Introduction to Computer Logic	2	6	4
ELN	1157	Fundamentals of Industrial Controls	2	6	4
ELN	1158	Control Circuit Testing	2	6	4
ELN	1111	Electronic Troubleshooting	3	3	4
			9	21	16
<b>Sixth Quarter</b>					
ELN	1166	Fundamentals of Digital Computers	2	6	4
ELN	1105	Industrial Electronics & Instrumentation	4	15	9
BUS	1103	Small Business Operations	3	0	3
			9	21	16
<b>Seventh Quarter</b>					
✓ ELN	1140	Micro-Computer Troubleshooting Techniques	4	9	7
ELN	1107	Communications	2	3	3
✓ ELN	1106	Maintenance & Analysis of Electronic Systems	3	9	6
			9	21	16
<b>Minimum No. of Clock Hours Required for Graduation</b>					<b>2310</b>
<b>Minimum No. of Credit Hours Required for Graduation</b>					<b>125</b>

# Machinist

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## **Introduction**

This curriculum was prepared to meet a definite need for training of machinists. Surveys completed in North Carolina show that many of the existing industries lack time and facilities for training enough machinists to meet present and planned needs. Expanding industries already located in our State and new industries under development invariably express the need for skilled craftsmen who have the background knowledge and potential to advance.

## **Purpose**

This guide is designed to give learners the opportunity to acquire basic skills and the related technical information necessary to gain employment and build a profitable career in the machine shop industry.

## **Job Description**

The machinist is a skilled metal worker who shapes metal parts by using machine tools and hand tools. His training and experience enable him to plan and carry through all the operations needed in turning out a machined product and to switch readily from one kind of product to another. A machinist is able to select the proper tools and material required for each job and to plan the cutting and finishing operations in their proper order so that he can complete the finished work according to blueprint or written specifications. He makes standard shop computations relating to dimensions of work, tooling, feeds, and speeds of machining. He often uses precision measuring instruments such as micrometers and gauges to measure the accuracy of his work to thousandths of an inch.

This skilled worker must be able to set up and operate most types of machine tools. The machinist also must know the composition of metals so that he can heat and quench cutting tools and parts to improve machinability. His wide knowledge enables him to turn a block metal into an intricate precise part.

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**MACHINIST****PROGRAM CODE V-032**

Hours Per Week			Quarter
Class	Lab	Shop	Hours Credit

**Fall Quarter**

MEC 1101	Machine Shop Theory and Practice	3	0	12	7
MAT 1101	Fundamentals of Mathematics	5	0	0	5
DFT 1104	Blueprint Reading (Mechanical Related)	3	2	0	4
PHY 1101	Applied Science	3	2	0	4
		14	4	12	20

**Winter Quarter**

ENG 1101	Reading Improvement	5	0	0	5
MEC 1102	Machine Shop Theory and Practice	3	0	12	7
MAT 1123	Machinist Mathematics	3	2	0	4
DFT 1105	Blueprint Reading (Mechanical Related)	3	2	0	4
		14	4	12	20

**Spring Quarter**

ENG 1102	Communication Skills	3	0	0	3
MEC 1103	Machine Shop Theory and Practice	4	0	15	9
MEC 1115	Heat Treatment of Metals	2	0	3	3
PSY 1101	Human Relations	3	0	0	3
		12	0	18	18

**Summer Quarter**

MEC 1104	Machine Shop Theory and Practice	2	0	15	7
MEC 1117	Machine Repair	2	0	3	3
WLD 1101	Basic Welding	2	0	3	3
BUS 1103	Small Business Operations	3	0	0	3
		9	0	21	16

**Minimum No. of Clock Hrs. Required for Graduation****1320****Minimum No. of Credit Hrs. Required for Graduation****74**

# Masonry

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## Introduction

Masons are the craftsmen in the building trades that work with artificial stone, brick, concrete masonry units and stone. During the past decade there has been a steady increase in the demand for these craftsmen. As building construction continues to increase, the demand for bricklayers, cement masons, and stone masons will also increase.

## Purpose

The Masonry curriculum is designed to provide the essential training in and knowledge of the basic masonry skills which will allow the graduate to be immediately effective upon entering the trade. Additionally, other objectives of the Masonry curriculum are to develop the following competencies:

1. Blueprint reading and job layout;
2. Understanding and appreciation of masonry mathematics;
3. Skill and understanding of masonry estimating;
4. Develop speed and accuracy required in actual construction.

## Job Description

The duties and responsibilities of masons include job layout from blueprints, foundation preparation, and laying of brick, block, tile, and stone in residential and commercial construction. After gaining experience in the various types of the masonry trade along with leadership training, it is possible for the tradesmen to become a foreman, inspector, and eventually a contractor.



## MASONRY

## PROGRAM CODE V-070

Hours Per Week

Hours

## Credit

### Fall Quarter

MAT 1112 Building Trades Math	5	0	0	5
MAS 1101 Bricklaying	4	0	21	11
	9	0	21	16


### Winter Quarter

M-DFT	1110	Blueprint Reading (Building Trades Related)	3	2	0	4
T.A. ENG	1101	Reading Improvement	5	0	0	5
M MAT	1113	Building Trades Math	5	0	0	5
M MAS	1102	Bricklaying	3	0	12	7
			16	2	12	21

### Spring Quarter

T.A.	ENG	1102	Communication Skills	3	0	0	3
T.A.	PSY	1101	Human Relations	3	0	0	3
M.	MAS	1103	General Masonry	6	0	18	12
				12	0	18	18

## Summer Quarter

CIV 1101	Introduction to Surveying	2	0	3	3
MAS 1104	General Masonry	4	0	18	10
 R.BUS 1103	Small Business Operations	3	0	0	3
		9	0	21	16

### Minimum No. of Clock Hrs. Required for Graduation

1320

### Minimum No. of Credit Hrs. Required for Graduation

71

# Welding

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## Introduction

This curriculum was developed to fill the tremendous need for welders in North Carolina. The recently completed Manpower Survey shows quite clearly that many welders will be needed annually to fill present and projected vacancies in the State.

The field of welding offers a person prestige, security, and a future of continuous employment, with steady advancement. It offers employment in practically any industry; shipbuilding, automotive, aircraft, guided missiles, railroads, construction, pipe fitting, production shop, job shop, and many others.

## Purpose

The content of this curriculum is designed to give students sound understanding of the principles, methods, techniques, and skills essential for successful employment in the welding field and metals industry.

Objectives of the Welding curriculum are to develop the following competencies:

1. Understanding the principles of operation of oxyacetylene, arc, and inert gas welding;
2. Thorough development of all manual welding skills and related testing, inspection, and certification practices;
3. Understanding of the physics and mathematics applicable to welding;
4. Ability to read and interpret blueprints, drawings, mechanical patterns, and sketches;
5. Knowledge of human relations and business communication.

## Job Description

Welders join metals by applying intense heat, and sometimes pressure, to melt the edges to form a permanent bond. Closely related to welding is "oxygen cutting." Of the more than 35 different ways of welding metals, arc, gas, and resistance welding are the three most important.

The principle duty of the welder using manual techniques is to control the melting by direction of the heat from either an electric arc or gas welding torch, and to add filler metal where necessary to complete the joint. He should possess a great deal of manipulative skill with a knowledge of jigs, welding symbols, mathematics, basic metallurgy, and blueprint reading.

**WELDING  
PROGRAM CODE V-050**

Hours Per Week    Quarter  
Class    Lab    Shop    Hours  
Credit

**Fall Quarter**

u	PHY 1101	Applied Science	3	2	0	4
u	DFT 1106	Blueprint Reading (Welding Related)	3	2	0	4
u	WLD 1120	Oxyacetylene Welding & Cutting	5	0	15	10
			11	4	15	18

**Winter Quarter**

u	ENG 1101	Reading Improvement	5	0	0	5
u	MAT 1101	Fundamentals of Mathematics	5	0	0	5
u	WLD 1121	Arc Welding	3	0	9	6
u	DFT 1117	Blueprint Reading & Pattern Development	2	2	0	3
u	WLD 1112	Mechanical Testing & Certification Practices	1	0	3	2
			16	2	12	21

**Spring Quarter**

u	PSY 1101	Human Relations	3	0	0	3
u	WLD 1126	Advanced Arc Welding	2	0	15	7
u	WLD 1123	Inert Gas Welding	2	0	3	3
u	DFT 1118	Pattern Development & Sketching	2	0	3	3
			9	0	21	16

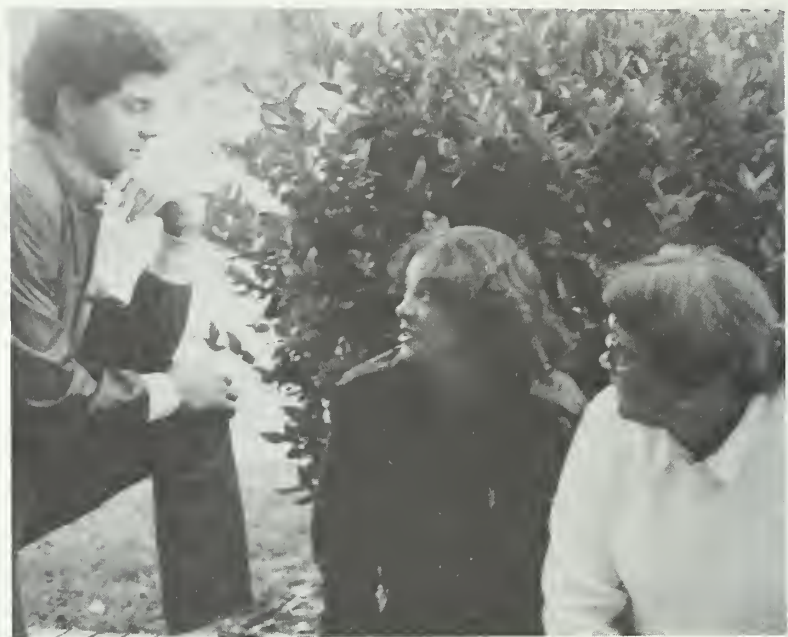
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			Hours Per Week			Quarter
			Class	Lab	Shop	Hours
						Credit
<b>Summer Quarter</b>						
<i>w</i>	WLD 1124	Pipe Welding	4	0	12	8
<i>a</i>	WLD 1122	Commercial & Industrial Practices	3	0	6	5
<i>w</i>	MEC 1112	Machine Shop Processes	2	0	3	3
			9	0	21	16

<b>Minimum No. of Clock Hrs. Required for Graduation</b>	<b>1320</b>
<b>Minimum No. of Credit Hrs. Required for Graduation</b>	<b>71</b>

# Certificate Programs

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# Developmental Studies

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## General Information

The Developmental Studies Program is an integrated, student-centered program of instruction offered to prepare students for admission to more advanced programs. It is designed to help develop the basic skills necessary to succeed in many of the programs of the college.

A student enters the developmental program after a close analysis of his high school transcript, test scores, and other information on his level of achievement. Generally, a student enrolls in developmental studies for one of the following reasons:

1. He did not take enough high school courses in that particular area;
2. He performed poorly in those courses and desires to increase his overall proficiency;
3. He has forgotten most of the material studied in high school.

This program is designed to help meet the individual's need for the world of work or to permit him to select a curriculum consistent with his performance. Students may spend from one quarter to three quarters in the Developmental Studies Program.

## Introduction

The need often exists to provide specialized or directed studies for students having academic deficiencies which prevent them from entering regular curriculum programs. These weaknesses usually exist in the areas of mathematics, science, and language arts.

## Purpose

The Developmental Studies curriculum is designed to provide instruction in mathematics, science, and language arts appropriate to the level on which the student enters the program. Additionally, the curriculum provides an opportunity for the student to audit courses in other curriculum programs in order that he can determine his interest in and the aptitudes necessary for entrance into his desired program.

In cases where the student does not attain a level of academic proficiency to enter regular curriculum programs, he will be counseled and every effort will be made to assist him in finding employment.

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**DEVELOPMENTAL STUDIES  
PROGRAM CODE V-099**

Hours Per Week    Quarter  
                                 Hours  
                                 Class    Lab    Credit

**Fall Quarter**

ENG 001	Communication Skills (Oral)	3	0	3
MAT 001	General Math	3	2	4
ENG 005	Reading	3	2	4
MET 001	Methods of Study	2	0	2
		11	4	13

**Winter Quarter**

ENG 002	Grammar	3	2	4
MAT 002	General Math	3	2	4
ENG 006	Reading	3	2	4
AUD 001	Elective Audit	0	0	0
		9	6	12

**Spring Quarter**

ENG 003	Composition	3	0	3
MAT 003	Consumer Math	3	2	4
or				
MAT 003A	Diversified Math	3	2	4
ENG 007	Reading	3	2	4
SSC 001	Government	3	0	3
AUD 002	Elective Audit	0	0	0
		12	4	14
			or	or
			6	18

**Summer Quarter**

PSY 001	Human Relations	3	0	3
VOC 001	Vocational Selection	3	0	3
ENG 008	Reading	3	2	4
BUS 001	Introduction to Business Programs	2	3	3
or				
OCU 001	Independent Study	3	0	3
		11	2	13
		or	or	
		12	5	

**Minimum No. of Clock Hrs. Required for Certificate**

**627**

**Minimum No. of Credit Hrs. Required for Certificate**

**52**



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**PREENTRANCE COURSES** related to Associate Degree in General Education and Nursing Education Option, Practical and Associate Degree:

	Class	Lab	Credit
MAT 035 Fundamentals of Basic Math (General Education)	5	0	5
MAT 039 Basic Math for Nurses (Nursing)	4	0	4

# Nurses' Assistant

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## Introduction

Current trends in the health care field recognize the needs for various types and levels of health workers with common effects upon the patient, family, and community. This program is designed to augment and develop the awareness and understanding of the role of nurses' assistant in the health field.

Qualified students are selected on the basis of demonstrated interest for nursing, as evidenced by pre-entrance tests, interviews with various nursing faculty, and college officials. Students must meet general admission requirements of the college. Graduates will be non-licensed health care workers who work under the direction of a licensed nurse.

## Purpose

The Pre-Nursing Nurses' Assistant is a three-quarter program devoted to instruction in basic theory and skills in basic nursing care and procedures. A basic knowledge of anatomy and physiology is incorporated. Effective interpersonal relationships and communications, and the moral, legal, and ethical responsibilities of the Nurses' Assistant are included. Attention is focused on the role of the Nurses' Assistant as a member of the nursing care team. Basic care and procedures are practiced in the clinical setting with direct supervision.

Evaluation of student performance consists of testing of all phases of course content, evaluation of clinical performance, and evaluation of adjustment to the responsibilities of nursing. Students must maintain admirable personal characteristics with a desire to serve and help individuals; and students are encouraged to be responsible citizens of the community.

## Job Description

The Nurses' Assistant is prepared to function in convalescent and subacutely ill patient care. He or she is trained in the accurate observations and reporting of objective aspects of patient management. The graduate is prepared to carry out routine aspects of ward management. The graduate will function in an assisting role to the licensed nurse.

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**NURSES' ASSISTANT  
PROGRAM CODE V-099**

	Hours Per Week		Quarter
	Clinical/ Class	Lab	Hours Credit
<b>Fall Quarter</b>			
NUR 051 Pre-Nursing I	5	10	10
MAT 036 Math	3	2	4
ENG 022 English-Reading	3	2	4
	11	14	18
<b>Winter Quarter</b>			
NUR 052 Pre-Nursing II	3	14	10
MAT 037 Math	3	2	4
ENG 026 Communications	3	0	3
SCI 011 Science	3	0	3
	12	16	20
<b>Spring Quarter</b>			
NUR 053 Pre-Nursing III	4	16	12
MAT 038 Math	3	2	4
PSY 001 Human Relations	3	0	3
NUR 054 Nursing Vocabulary	3	0	3
	13	18	22

<b>Minimum No. of Clock Hrs. Required for Certificate</b>	<b>924</b>
<b>Minimum No. of Credit Hrs. Required for Certificate</b>	<b>60</b>



# Degree, Diploma and Certificate Course Descriptions

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The following section provides a brief description for each course listed in the previous section. Courses are listed alphabetically by prefix and arranged in ascending order by number (e.g., BUS 101, BUS 110, BUS 205, ENG 101, etc.).

Credit hours are based upon 50-minute periods and are earned in the following categories: One lecture period equals one credit hour; two lab periods equal one credit hour; three shop periods equal one credit hour.

The number given on the right side of the page (3, 9, 6) indicate the following: First number gives the hours per week of lecture; second and third gives the hours per week of laboratory or shop; and the last number indicates the quarter hours credit for that one course.

**AGR 101 A & B Farm Tractors, I & II** **3 9 6**

A study of farm tractors including gas and diesel engines. Units to be studied include engines, ignition, electrical, braking, cooling and transmission systems.

**AGR 102 Farm Business Management** **2 0 2**

A review of the functions of the manager of a business firm and the problems of farm operators. Development of the concepts of costs and budgets as an aid in choosing what to produce. An analysis of the factors of production to find the least cost production procedure. Data will be analyzed to select the level of production that yields the highest net revenue. Relationships between size, efficiency, and gross farm income and net farm income will be stressed.

**AGR 104 Swine Feeding and Management** **2 0 2**

A study of the scientific methods of selecting, breeding, feeding, and management of swine. Special attention will be given to housing and marketing.

**AGR 105 Pastures and Forage Crops** **2 0 2**

A study of the major grasses and legumes of economic importance in North Carolina. Attention will be given to management, soil types, fertilization, harvesting, and nutrient value.

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**AGR 106 A & B Techniques of Welding, I & II** **3 9 6**

This course will cover both arc and gas welding. The safe and correct methods of assembling and operating welding equipment will be stressed. Welded joints and flame-cutting are discussed and practiced in various positions that are applicable to mechanical repair work and steel fabrication. Care, maintenance, and selection of welding equipment and supplies are applied in this course.

**AGR 107 Farm Accounting and Records** **2 0 2**

An introductory course to accounting methods related farm needs which acquaints the student with terminology, basic principles and techniques used in recording transactions. Practical application of the principles learned are made by working with actual farm situations.

**AGR 108 Beef Production** **2 0 2**

A study of the principles of selecting, breeding, feeding, care and management of beef cattle.

**AGR 109 Soil Science** **2 0 2**

This course deals with the development, classification, evaluation and management of soils; care, cultivation, and conservation of soil fertilization.

**AGR 114 A & B Farm Electrification, I & II** **3 9 6**

A study of basic principles of wiring farm buildings and the application of electricity to agriculture production.

**AGR 117 Feeds and Feeding Farm Animals** **2 0 2**

A study of the composition of feeds, feed additives, and the nutritional requirements of livestock. The course includes a study of the principles used in the formulation of practical and economical livestock rations.

**AGR 118 Feed Grain Crops** **2 0 2**

This course stresses the value of scientific methods in the production of corn, oats, wheat, barley and sorghum. Varieties, soils, fertilization, cultivation, harvesting and utilization are included.

**AGR 121 Weed Identification and Control** **2 0 2**

A study dealing with identification and control of annual and perennial weeds and grasses of economic importance in North Carolina.

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**AGR 122 A & B Farm Machinery Repair and Maintenance, I & II** **3 9 6**

This course emphasizes the proper care of farm machinery and the economic value of proper servicing and management. All kinds of farm machinery will be utilized and the student will develop skills through actual demonstrations and shop practice.

**AGR 123 Ornamental Horticulture** **2 0 2**

A study of the principles of care and selection of plants, shrubs, trees and grasses for the home landscape. Field trips and demonstrations will be utilized in the development of skills and practices needed in landscape planning.

**AGR 124 Plant Propagation** **2 0 2**

The various means of plant reproduction are scientifically studied. Special attention is given to the propagation of shrubs for the home landscape plan.

**AGR 126 Farm Forest Management** **2 0 2**

A course dealing with the fundamentals of forestry and farm forestry problems, including planting, thinning, harvesting and marketing.

**AGR 128 A & B Farm and Home Construction, I & II** **3 9 6**

This course deals with the fundamentals of farm carpentry, fences, concrete and masonry. Part of the course gives students an opportunity to learn and practice home construction projects such as kitchen cabinets.

**AGR 130 Pesticides** **2 0 2**

A study of the beneficial and harmful insects affecting farm production in North Carolina and the methods of control.

**AGR 131 Soybean Production** **2 0 2**

Crop characteristics, varieties, environmental factors, rotations, controls of pests and other production practices are covered.



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**AGR 132                      Livestock Diseases and Parasites                      2   0   2**

A course dealing with the common diseases and parasites of livestock; sanitation practices and procedures with emphasis on the cause, damage, symptoms, prevention and treatment of parasites and diseases, and management factors relating to disease and parasite prevention and control.

**AGR 133                      Farm Water and Plumbing Systems                      3   9   6**

This course is a study of the farm water needs and waste disposal. Attention is given to planning and installing the system and its proper care and maintenance.

**AGR 134                      Tobacco Production                      2   0   2**

This course discusses the production practices that are relevant to flue-cured tobacco in North Carolina. Emphasized will be plant bed practices and field production - machinery, cultural practices, fertilization, harvesting and marketing.

**AGR 135                      Agricultural Law                      2   0   2**

A general course designed to acquaint the student with certain fundamentals and principles of law, including contracts, agency and negotiable instruments. Includes the general study of law pertaining to partnership, corporations, sales, suretyship, bailments, and real property.

**AGR 136                      Agricultural Math                      2   0   2**

This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount, commission, taxes, and pertinent uses of mathematics in the field of business.

**AGR 137                      Farm and Home Appliance Repair                      3   9   6**

This course teaches the student how to repair all home appliances with emphasis on commonly used electrical appliances and machines in the home or on the farm.

**AGR 138                      Farm Records and Taxes                      2   0   2**

This is a study of the records necessary to properly complete a tax form and the procedures and skills needed for income tax computations.

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**AGR 139                      Fertilizers and Lime                      2   0   2**

A review of the source, function, and the use of the major and minor plant food elements; commercial fertilizer ingredients; soil acidity, liming materials; application of fertilizer and liming materials.

**AGR 140                      Vegetable Production                      2   0   2**

This course stresses the production practices involved in land care and use for vegetable farming. Emphasis will be placed on harvesting and marketing.

**AGR 141 A & B Surveying, I & II                      3   9   6**

Theory and practice of elementary plane surveying including horizontal measurements, differential and profile leveling, cross sections, earth-work computations, transit, stadia, and transit-tape surveys.

**AGR 142                      Agriculture Finance                      2   0   2**

Analysis of the capital structure of modern commercial agriculture with emphasis on the sources of credit. A review of lending institutions, repayment, schedules, and credit instruments. Practice in the procedure of evaluating farm resources with attention to information needed for valuation, appraisal forms and procedures, discounting and depreciation.

**AGR 143                      New Sources of Farm Income                      2   0   2**

This is a study of new areas of production that are not in practice in the student's present farming program. The farm enterprise system will be analyzed and new enterprises suggested.

**AGR 144                      Opportunities in Agriculture Business                      2   0   2**

This course presents opportunities for part or full-time employment in farm-related occupations. Agriculture businesses such as feeds and fertilizers as well as farm custom machinery work are considered.

**AHR 1101                      Automotive Air Conditioning                      1   6   3**

General introduction to the principles of refrigeration; study of the assembly of the components and connections necessary in the mechanisms, the methods of operation, and control; proper handling of refrigerants in charging the system.

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**AHR 1102      Air Conditioning Service      1   5   3**

An advanced course in the principles of refrigeration. Emphasis will be placed on the procedures used in discharging, evacuating, and charging an automotive air conditioning system. The student will spend a considerable amount of time in trouble-shooting the entire system.

**AHR 1121      Principles of Refrigeration      3   12   7**

An introduction to the principles of refrigeration terminology, the use and care of tools and equipment, and the identification and the function of the component parts of a system. Other topics to be included will be the basic laws of refrigeration; characteristics and comparison of the various refrigerants; the use and construction of valves, fittings, and basic controls. Practical work includes tube bending, flaring and soldering. Standard procedures and safety measures are stressed in the use of special refrigeration service equipment and the handling of refrigerants.

**AHR 1122      Domestic and Commercial Refrigeration      3   12   7**

Domestic refrigeration servicing of conventional, hermetic, and absorption systems. Cabinet care, controls, and system maintenance in domestic refrigeration, freezers, and window air conditioning units is stressed. Commercial refrigeration servicing of display cabinets, walk-in cooler and freezer units, and mobile refrigeration systems is studied. The use of manufacturers' catalogs in sizing and matching system components and a study of controls, refrigerants, servicing methods are made. The American Standard Safety Code for Refrigeration is studied and its principles practiced.

Prerequisite: AHR 1121

**AHR 1123      Principles of Air Conditioning      3   9   6**

Work includes the selection of various heating, cooling and ventilating systems, investigation and control of factors affecting air cleaning, movement, temperature, and humidity. Use is made of psychrometric charts in determining needs to produce optimum temperature and humidity control. Commercial air conditioning equipment is assembled and tested. Practical sizing and balancing of ductwork is performed as needed.

Prerequisite: AHR 1122

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<b>AHR 1124</b>	<b>Air Conditioning and Refrigeration Servicing</b>	<b>3 6 5</b>
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Emphasis is placed on the installation, maintenance, and servicing of equipment used in the cleaning, changing, humidification and temperature control of air in an air conditioned space. Installation of various ducts and lines needed to connect various components is made. Shop work involves burner operation, controls, testing and adjusting of air conditioning and refrigeration equipment, and location and correction of equipment failure.

Prerequisite: AHR 1123

<b>AHR 1126</b>	<b>All Year Comfort Systems</b>	<b>3 6 5</b>
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Auxiliary equipment used in conjunction with refrigeration systems to provide both heating and cooling for "all year" comfort will be studied and set up in the laboratory. Included will be oil fired systems, gas fired systems, water circulating systems, and electric resistance systems. Installation of heat pumps will be studied along with servicing techniques. Reversing valves, special types of thermostatic expansion, valves, systems of de-icing coils, and electric wiring and controls are included in the study.

Prerequisites: AHR 1123, AHR 1128

<b>AHR 1127</b>	<b>Intro. to Automatic Controls</b>	<b>5 0 5</b>
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An introduction to various types of automatic, electric, and pneumatic controls utilized for domestic and commercial cooling and heating units. Primary emphasis on design and function.

<b>AHR 1128</b>	<b>Automatic Controls</b>	<b>3 6 5</b>
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Major emphasis will be placed on the installation, repair, and servicing of types of automatic controls in air conditioning systems. Included in the course will be electric and pneumatic controls for domestic and commercial cooling and heating; zone controls, unit heater and ventilator controls, commercial fan systems controls, commercial refrigeration controls, and radiant panel controls.

Prerequisites: AHR 1122 and AHR 1127

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**AIB 202 Principles of Bank Operations 4 0 4**

This course presents the fundamentals of bank functions in a descriptive fashion so that the beginning banker may acquire a broad and operational perspective. It reflects the radical changes in banking policy and practice which have occurred in recent years. Topics covered are banks and the monetary system, negotiable instruments, the relationship of the commercial bank to its depositors, types of bank accounts, the deposit function, the payments function, bank loans and investments, other banking services (trust, international, and safe deposit), bank accounting and marketing, external and internal controls, and the public service obligations of banks.

**AIB 203 Bank Investments 4 0 4**

AIB's bank investments course covers the sources and uses of bank funds and the place of investment in the overall scheme of bank operations. Especially important are the relationship of investments to business and the unique functions, advantages, and purpose served by a wide range of securities. Investment terminology is covered in detail.

**AIB 205 Bank Management 4 0 4**

This course is based on the second edition of the text that presents new trends which have emerged in the philosophy and practice of management. The study and application of the principles outlined provide new and experienced bankers with a working knowledge of bank management. It should be noted that the course is not one of personnel management, but rather of business management. It touches on objectives, planning, structure, control, and interrelationship of various bank departments. Since case study is becoming well established as an effective management learning technique, the text also uses illustrative cases.

**AIB 209 Installment Credit 4 0 4**

The techniques of installment lending are presented concisely. Topics covered are principles of credit evaluation, open-end credit, marketing bank services, collection policies and procedures, legal aspects, financial statement analysis, direct and indirect installment lending, leasing and other special situations, installment credit department management, insurance, and rate structure and yields.



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**AIB 210 Money and Banking 4 0 4**

This course presents the basic economic principles most closely related to the subject of money and banking in a context of topics of interest to present and prospective bank management. The book stresses the practical application of the economics of money and banking to the individual bank. Some of the subjects covered include structure of the commercial banking system; the nature and functions of money; banks and the money supply; cash assets and liquidity management; bank investments, loans, earnings, and capital; the Federal Reserve System and its policies and operations; Treasury Department operations; and the changing international monetary system.

**AIB 233 Analysis of Financial Statements 4 0 4**

This course is designed to present basic accounting principles necessary for statement analysis. It also delves into goals, methods, and tools of analysis; analysis of profit and loss, accounts receivable, inventories, and balance sheets; the relationship of balance sheet accounts to sales; and projected statements and cash budgets.

**AIB 235 Loan and Discount 4 0 4**

This seminar teaches bank employees the essential facts about promissory notes, including calculating interest and discounting commercial paper; guarantees; general collateral agreements; examining and processing documents accompanying notes secured by stocks, bonds, and savings account passbooks; and the concepts of attachment, perfection, priority, default, and foreclosure. The seminar uses programmed instruction and several simulation exercises and is presented either as a concentrated workshop or a twelve-session seminar.

**ART 101 Art Appreciation 5 0 5**

A course to establish an understanding of art, to develop an appreciation for the relationship between art and man, and to study art in a cultural environment.

**AUD 001 and AUD 002 Elective Audit 0 0 0**

Designed to develop independence in decision-making of career choice through observation and participation in vocational and technical areas of interest.

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**AUT 1111      Auto Body Repair      5 15 10**

Basic principles of automobile construction, design, and manufacturing. A thorough study of angles, crown, and forming of steel into the complex contour of the present-day vehicles. Application of the basic principles of straightening, aligning, and painting of damaged areas.

**AUT 1112      Auto Body Repair      3 15 8**

A thorough study of the requirements for a metal worker, including the use of essential tools, forming fender flanges and beads, and straightening typical auto body damage. Acquirement of skills such as shaping angles, crowns, and contour of the metal of the body and fenders. Metal working and painting.

**AUT 1113      Metal Finishing and Painting      5 15 10**

Development of the skill of shrinking stretched metal, soldering and leading, and preparation of the metal for painting. Straightening of doors, hoods, and deck lids, fitting and aligning, painting fenders and panels, spot repairs, and complete vehicle painting. Use and application of power tools.

**AUT 1114      Body Shop Applications      2 18 8**

General introduction and instruction in the automotive frame and front end suspension systems, the methods of operation and control, and the safety of the vehicle. Unit job application covers straightening of frames and front wheel alignment. Application of all phases of training. Repair order writing, parts purchasing, estimates of damage, and developing the final settlement with the adjuster.

**AUT 1115      Trim, Glass and Radiator Repair      1 6 3**

Methods of removing and installing interior trim; cutting, sewing, and installing headlinings, seat covers, and door trim panels; painting of trim parts and accessories. Glass removal, cutting, fitting, and installation. A thorough study of the engine cooling system, repairing and replacing damaged cooling system components. Tests to insure normal engine cooling operation.

**AUT 1121      Automotive Braking Systems      2 3 3**

A complete study of various braking systems employed in automobiles and light weight trucks. Emphasis is placed on how they operate, proper adjustment, and repair.



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**AUT 1123 Automotive Chassis and Suspension Systems 2 12 6**

Principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing of suspension, and steering systems. Units to be studied will be shock absorbers, springs, steering systems, steering linkage, and front end alignment.

**AUT 1124 Automotive Power Train Systems 3 12 7**

Principles and functions of automotive power train systems; clutches, transmission gears, torque converters, drive shaft assemblies, rear axles and differentials. Identification of troubles, servicing, and repair.

**BIO 102 Basic Life Science 4 2 0 5**

An introduction to disease-producing organisms and a study of the structures and functions of the skeletal, muscular, and internal systems of the human body and their interrelationships in a well-integrated unit.

**BIO 103 Biology I 4 2 5**

This course is designed to familiarize the individual student with the basic principles of life. Emphasis is placed upon matter and energy, cell physiology, and cellular reproduction, genetics, evolution and ecology.

**BIO 104 Biology II 3 2 4**

This course will acquaint the student with the plant and animal kingdoms. An application of the principles acquired in BIO 103 will be utilized to give the student an appreciation of nature, the plants and animals, and their relationships.

Prerequisite: BIO 103

**BIO 110 Anatomy 3 0 3**

An introductory study of anatomy and functions of the human body and its systems, with emphasis upon the interrelatedness of these functions and processes. Thorough coverage of terminology used in day-to-day situations in a medical office.

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**BIO 206                      Microbiology    4   2   0   5**

Microbiology is a study of microscopic units of the human body as well as micro-organisms. Emphasis is placed on the etiology of pathogens, with special considerations given to pathogenicity, virulence, resistance control, and immunity.

**BIO 209                      Human Anatomy and Physiology I                      4   2   0   5**

A study of basic bodily structure and functions, including concepts of chemistry and physics of the human organism. Emphasis is placed on interdependence of the various systems to total body functioning and homeostasis. The pathophysiological dynamics concerned with the processes that bring about disruptions of normal physiology and the various ways in which disruptions may influence the body functions as a whole are explained.

**BIO 210                      Human Anatomy and Physiology II                      4   2   0   5**

Human Anatomy and Physiology is a study of basic structure and functions, including concepts of chemistry and physics of the human organism. Emphasis is placed on interdependence of the various systems of total body functioning and homeostasis. The pathophysiological dynamics concerned with the processes that bring about disruptions of normal physiology and the various ways in which disruptions may influence the body functions as a whole are explained.

**BUS 001                      Introduction to Business Programs                      2   3   3**

A skilled development course designed to acquaint the student with the touch method of operating the typewriter and the calculating machine. Work will be performed on the electric typewriter, the printing calculator, and the electronic calculator. Mastery of the keyboards of these machines is minimum acceptable performance.

**BUS 101                      Introduction to Business    5   0   5**

A survey of the business world with particular attention devoted to the structure of the various types of business organizations, methods of financing, internal organization, and management.

**BUS 102                      Typewriting I    2   3   3**

Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts.



<b>BUS</b>	<b>110</b>	<b>Office Machines</b>	<b>2</b>	<b>3</b>	<b>3</b>
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A general survey of business and office machines. Students will receive training in techniques, processes, operation and application of the ten-key and full-board adding machines, and the electronic printing and display calculators.

Prerequisite: BUS 111

<b>BUS 112</b>	<b>Records Management</b>	<b>3</b>	<b>2</b>	<b>4</b>
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Fundamentals of indexing and filing, combining theory and practice by the use of miniature letters, filing boxes and guides. Alphabetic, Geographic, Subject, Soundex, and Dewey Decimal Filing.

<b>BUS 115</b>	<b>Business Law I</b>	<b>5</b>	<b>0</b>	<b>5</b>
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A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies.

<b>BUS 116</b>	<b>Business Law II</b>	<b>5</b>	<b>0</b>	<b>5</b>
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Includes the study of laws pertaining to bailments, sales, risk-bearing, partnership-corporation, mortgages, and property rights.

Prerequisite: BUS 115

<b>BUS 120</b>	<b>Accounting I</b>	<b>3</b>	<b>2</b>	<b>4</b>
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Principles, techniques, and tools of accounting for understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and merchantile enterprises, to include practical application of the principles learned.

<b>BUS 121</b>	<b>Accounting II</b>	<b>3</b>	<b>2</b>	<b>4</b>
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Continuation of accounting principles learned in BUS 120 with detailed emphasis on notes, deferrals, accruals. Includes a study of current and fixed assets with special attention to receivables, inventory and plant assets.

Prerequisite: BUS 120

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**BUS 122                      Accounting III    3    2    4**

Partnership and corporation accounting including a study of payrolls, federal and state taxes. Emphasis is placed on the recording, summarizing, and interpreting data for management control rather than on bookkeeping skills. Accounting services are shown as they contribute to the recognition and solution of management problems.

Prerequisite: BUS 121

**BUS 123                      Business Finance    5    0    5**

Financing of business units, as individuals, partnerships, corporations, and trusts. A detailed study is made of short-term, long-term, and consumer financing.

**BUS 125                      Personal Finance    5    0    5**

An introduction to the management of property and income of an individual. A discussion of the various problems relating to the acquisition, enjoyment and valuation of properties, earnings, savings and expenditures for making personal financial decisions.

**BUS 183 E-L-M Term., Vocabulary & Punctuation                      5    0    5**

A course to develop an understanding of the terminology and vocabulary appropriate to the course of study, as it is used in business, technical, and professional offices.

**BUS 204                      Advanced Typewriting IV    2    3    3**

Emphasis is placed on the development of individual production rates. The student learns the techniques needed in planning and in typing projects that closely approximate the work appropriate to the field of study. These projects include review of letter forms, methods of duplication, statistical tabulation, and the typing of reports, manuscripts, and legal documents.

Prerequisite: BUS 104

Speed requirement: 50 words per minute for five minutes

Develops the skill of taking dictation and of transcribing at the typewriter materials appropriate to the course of study, which includes a review of the theory and the dictation of familiar and unfamiliar materials at varying rates of speed. Minimum dictation rate of 100 words per minute required for five minutes on new materials.  
Prerequisite: BUS 108

Covering materials appropriate to the course of study, the student develops the accuracy, speed, and vocabulary that will enable her to meet the stenographic requirements of business and professional offices. Minimum dictation rate of 110 words per minute required for five minutes on new material.

Prerequisite: BUS 206 E-M-L

Principally a speed building course, covering materials appropriate to the course of study, with emphasis on speed as well as accuracy. Minimum dictation rate of 120 words per minute required for five minutes on new material.

Prerequisite: BUS 207 E-M-L

A study of real estate finance including an analysis of financial institutions, techniques, and instruments necessary in real estate. Topics include the sources of funds, types of mortgages, role of government agencies, interest rates, loan costs and closings and competition in the money market.



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**BUS 211                      Machine Transcription I                      2   3   3**

A beginning course for Secretarial Science and General Office Technology students in developing the skill of transcribing at the typewriter. Special emphasis is placed on developing vocabulary, accurate spelling, and supplying the necessary punctuation for a correct transcript. The student is encouraged to proofread and correct all errors in order to have a mailable transcript.

Prerequisite: BUS 104

**BUS 212                      Machine Transcription II                      2   3   3**

A continuing course for General Office Technology students to improve transcribing ability. The student is expected to strengthen her vocabulary and improve accuracy in spelling and punctuating. Special emphasis is placed on mailable transcripts in appropriate form for the various business and professional offices in which the student may eventually be employed.

**BUS 214                      Office Procedures                      3   2   4**

Designed to acquaint the student with the responsibilities encountered by a secretary during the work day. These include the following: receptionist duties, handling the mail, telephone techniques, travel information, telegrams, office records, purchasing of supplies, office organization, and insurance claims.

Prerequisite: BUS 205

**BUS 222                      Intermediate Accounting I                      3   2   4**

This course is designed to provide a gradual transition from the introductory course in accounting to the more rigorous professional level of analysis. The earlier part of this course constitutes an overview of the accounting process, including the development of accounting theory and practice, and the income statement and balance sheet. In addition, the course deals with problems that arise in accounting for and controlling cash, marketable securities, receivables and current liabilities.

Prerequisite: BUS 122



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**BUS 223                      Intermediate Accounting II                      3   2   4**

This course is a continuation of BUS 222. Attention is centered on the problems of accounting and reporting on a firm's investment in productive assets: inventories, facilities, and intangibles. In evaluating alternative methods of accounting for inventories and facilities, the effect of changes in specific prices and general price levels is given particular attention.

Prerequisite: BUS 222

**BUS 224                      Intermediate Accounting III                      3   2   4**

This course is concerned primarily with the special accounting problems common to corporate organizations. These problems focus largely on the stockholder's equity and long-term debt section of the balance sheet. In addition, this course deals with the statement of changes in financial position, accounting changes and related disclosure requirements, along with incomplete records and the analysis of financial statements.

Prerequisite: BUS 223

**BUS 225                      Cost Accounting                      3   2   4**

Nature and purposes of cost accounting; accounting for direct labor, materials, and factory burden; job cost, and standards cost principles and procedures; selling and distribution cost; budgets; and, executive use of cost figures.

Prerequisite: BUS 122

**BUS 233                      Personnel Management & Supervision                      5   0   5**

A study of the fundamental differences in the theories (schools) in dealing with the human resource in industry. Primary emphasis on human relations management versus the scientific approach. Provides an overview of different methods and techniques of supervision with emphasis on securing an effective work force.

**BUS 235                      Principles of Management                      5   0   5**

Principles of business management including overview of major functions of management, such as planning, staffing, controlling, directing, and financing. Clarification of the design-making function versus the operating function. Role of management in business--qualifications and requirements.

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**BUS 245                      Advertising & Sales Promotion                      5   0   5**

The scope and activities of promoting the selling action with emphasis on the coordination of advertising, display, special events, publicity, and management of the sales force. Special attention is to be given to product and marketing research. Selection of media, means of testing effectiveness of media, writing of advertising copy, budgeting and implementation.

**BUS 247                      Fundamentals of Risk and Insurance                      5   0   5**

A presentation of the basic principles of risk insurance and their application. A survey of the various types of insurance is included.

**BUS 271                      Office Management                      3   0   3**

Presents the fundamental principles of office management. Emphasis on the role of office management including its function, office automation, planning, controlling, organizing, and actuating office problems.

**BUS 273                      Word Processing Applications                      2   4   4**

An overview of word processing programs for the microcomputer and the assignment of selected business applications. Emphasis is on the handling of routine office procedures with electronic equipment.

Prerequisite: BUS 104

**CAR 1101                      Carpentry: Tools, Processes and  
Introduction to Farming                      4   21   11**

A brief history of carpentry and present trends of the construction industry. The course will involve operation, care, and safe use of carpenter's hand tools and power tools in cutting, shaping and joining construction materials used by the carpenter. Major topics of study will include theoretical and practical applications involving materials and methods of construction, building layout, preparation of site, footings and foundation wall construction, including form construction and erection.

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**CAR 1102      Carpentry: Framing      3 12 7**

Instruction is given in the principles and practices of frame construction beginning with the foundation sills and including; floor joist, subfloor, wall studs, ceiling joist, rafters, bridging, bracing, sheathing and interior wall partition. Roof construction includes the layout and construction methods of common types of roofs using standard rafter construction, truss construction, and post and beam construction. Application and selection of sheathing and roofing is included. Consideration is given to the coordination of carpentry work with installation of the mechanical equipment such as electrical, air conditioning, heating, and plumbing.

**CAR 1103      Carpentry: Finishing      4 15 9**

Exterior and interior trim and finish carpentry will complete the general carpentry program. Included will be materials and methods used in finishing carpentry such as: Exterior cornice, door and window trim,; interior flooring; door and window facing, moldings, cornice construction; installation of hardware; and installation of built-in equipment and cabinets.

**CAR 1104      Carpentry: Cabinetmaking      4 15 9**

Cabinetmaking and millwork as performed by the general carpenter for building construction. Use of shop tools and equipment will be emphasized in learning methods of construction of millwork and cabinetry. Practical applications will include measuring, layout and construction of; base and wall cabinets, built-in desk, floor and window frames, stairs, and interior and exterior cornice and trim. Materials and finishes will also be studied.

**CAR 1114      Building Codes      3 0 3**

A study is made of building codes and the minimum requirements for local, county, and state construction regulations. This involves safety, sanitation, mechanical equipment, and materials. Also, a review will be made of the minimum property requirements of the Federal Housing Administration and the North Carolina State Code.

**CIV 1101      Introduction to Surveying      2 3 3**

An introduction to the surveying instruments utilized in laying out construction sites. Emphasis will be placed on practical exercises and field trips to actual construction sites.

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**COS 1101                      Introduction to Cosmetology                      6   0   6**

This course is designed to introduce the students to the various aspects of cosmetology. In addition to receiving the basics of hair styling, hair shaping, bacteriology, sterilization, and the anatomy of the hair, the student will study the basic chemistry of shampoos, rinses, scalp and hair conditioners, and cold wave to include the proper use and application of each. Professional ethics and the development of personality will also be stressed.

**COS 1102                      Mannequin Practice                      2   21   9**

This course is designed to provide through practical work, a firm foundation in the basic skills involved in hair shaping (razor method), hair styling, permanent waving, manicuring, shampoos, and scalp treatment. Demonstration will be provided by the faculty with an immediate practical response by the student.

**COS 1103                      Theory of Cosmetology                      6   0   6**

This course is designed to provide the student with a basic theory concerning hair coloring, manicuring, and thermal waving. Additionally, the anatomy and chemistry of hair coloring, and the use and care of pressing combs and thermal irons will be stressed, along with the theory of massage and light therapy. The diseases and disorders of the skin, scalp, hair, and nails will be covered.

**COS 1104                      Cosmetology Skills                      2   21   9**

This course is a continuation and application of practical skills learned in COS 1102. The student will now be permitted to practice on live models as well as mannequins. All previously learned skills will be utilized and additional skills will be taught to include hair shaping by the scissor method, hair coloring, lash and brow tinting, wig care, hair pieces, and facials. Students will be introduced to more complicated hair styles.

Prerequisite: COS 1102

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**COS 1105      Theory of Cosmetology      6   0   6**

This course is designed to expand the theory covered in COS 1103, to include detailed instructions in those parts of anatomy which pertain to cosmetology. The skeletal, muscular, nervous, and circulatory systems will be stressed. Additional instruction in facial treatment, facial make-up, and chemistry of facial cosmetics will be covered.

Prerequisite: COS 1103

**COS 1106      Cosmetology Skills      3   24   11**

This course is a continuation of the practical applications of skills applied in COS 1104. During this course, the students will work less with mannequins and more on live models. Additional skills to be practiced will be long hair styles, hot oil manicures, facial make-ups, special hair cuts, special effects to be achieved with hair coloring, and air oxidation method of permanent waving.

Prerequisite: COS 1104

**COS 1107      Salon Management      7   0   7**

This course is primarily designed to introduce the student to the many areas and responsibilities that are involved in the management of the cosmetology salon. Field trips will be scheduled into the surrounding communities in order that students may study the arrangement and operation of actual beauty salons. Additionally, they will study the tax structures, business aspects, and law governing cosmetology as set forth by the legislature, North Carolina State Board of Cosmetic Art Examiners, and the North Carolina State Board of Health.

**COS 1108      Advanced Hairdressing      2   21   9**

This course is designed to allow the students to demonstrate, under supervision of the instructor, all cosmetology skills which will enable them to be effective cosmetologists upon entering the world of work. Additionally, there will be special classes and demonstrations which will cover the new trends in hair styles as they are released and any new procedure or product that enters the cosmetology market before graduation.

Prerequisite: COS 1106

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**COS 1110      Cosmetology Skills IV      0 30 10**

This course is designed for the student who wishes to complete the additional hours and live model projects, as set forth by the North Carolina State Board of Cosmetic Art, so that s/he may take the Cosmetologist Exam and not have to work for six months apprenticeship.

Prerequisite: COS 1108

**COS 1199      Cosmetology for Graduates      0 9 3**

This course is designed for the student who wishes to complete additional hours in cosmetology under supervision in order that s/he may be able to meet the qualifications required by the State Board, or State Boards of Cosmetic Art in other states which exceed those in North Carolina. These students will be allowed to attend any course and participate in practical projects which s/he feels will be most beneficial in his/her future practice of Cosmetology.

Prerequisite: Graduate of one-year program.

**DFT 1101      Schematics and Diagrams [Engines, Measurements,  
and Tools]      3 2 4**

Interpretation and reading of blueprints, sketches and drawings. Development of ability to read and interpret blueprints, charts, instruction and service manuals, and diagrams of engines and tools to include measurements in volume. Information on the basic principles of lines, views, dimensioning procedures, and notes.

**DFT 1102      Schematics and Diagrams [Electrical and Fuel  
Systems]      3 2 4**

Interpretation and reading of blueprints, sketches, and drawings. Development of ability to read, interpret, and understand blueprints, charts, instructions, and service manuals pertaining to automotive, electrical, and fuel systems. Views, dimensioning, and procedures will be stressed.

**DFT 1104      Blueprint Reading: Mechanical      3 2 4**

Interpretation and reading of blueprints. Information on the basic principles of the blueprints; lines, views, dimensioning procedures and pictorial sketches. Emphasis placed on mechanical drawings related to the machinist curriculum.



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**DFT 1105      Blueprint Reading: Mechanical      3   2   4**

Further practice in interpretation of blueprints as they are used in industry; study of prints supplied by industry; making plans of operations; introduction to drafting room procedures; sketching as a means of passing on ideas, information and processes.

Prerequisite: DFT 1104

**DFT 1106      Blueprint Reading [Welding Related]      3   2   4**

Interpretation and reading of blueprints. Information on the basic principles of the blueprint; lines, views, dimensioning procedures, and pictorial sketches. Emphasis placed on mechanical drawings related to the welding curriculum.

**DFT 1110      Blueprint Reading: Building Trades      3   2   4**

Principles of interpreting blueprints and specifications common to the building trades. Development of proficiency in making three-view and pictorial sketches.

**DFT 1111      Blueprint Reading and Sketching      3   2   4**

Principles of interpreting blueprints and specifications common to the building trades. Practice in reading details for grades, foundations, floor plans, elevations, walls, doors and windows, and roofs of buildings. Development of proficiency in making three-view and pictorial sketches.

**DFT 1112      Blueprint Reading: Electrical      3   2   4**

Interpretation of schematics, diagrams, and blueprints applicable to electrical installations. Development of proficiency in extracting necessary information from a blueprint.

**DFT 1113      Blueprint Reading: Electrical      3   2   4**

Interpretation of schematics, diagrams, and blueprints applicable to electrical installations with emphasis on electrical plans for domestic and commercial buildings. Sketching schematics, diagrams, and electrical plans for electrical installations using appropriate symbols and notes according to the applicable codes will be a part of this course.

Prerequisite: DFT 1112



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**DFT 1116      Blueprint Reading: Air Conditioning      2   3   3**

A specialized course in drafting for the heating, air conditioning and refrigeration student. Emphasis will be placed on reading blueprints that are common to the trade: blueprints of mechanical components, assembly drawings, wiring diagrams and schematics, floor plans, heating system plans including duct and equipment layout plans, and shop sketches. The student will make tracings of floor plans and lay out air conditioning systems.

**DFT 1117      Blueprint Reading &  
Pattern Development      2   2   3**

A thorough study of trade drawings in which welding procedures are indicated. Interpretation, use and application of welding symbols, abbreviations, and specifications.

**DFT 1118      Pattern Development & Sketching      2   3   3**

A study of the development of patterns which assist welders in preparing joints of all types. Students will prepare sketches from which cuts and joinings will be made. Emphasis will be placed on rectangular and cylindrical layouts.

**DSE 1101      Diesel Engine Block Assembly      2   12   6**

Covers the in-line and "V" Diesel engine block assemblies including crankshaft, bearing, piston, cam, ring components. Activities include the study of proper cleaning, clearance, and reassembly of blocks.

**DSE 1102      Diesel Engine Theory & General Repair      6   18   13**

Study of two-cycle and four-cycle concepts in diesel engine operation. Differentiation of component parts of the diesel engine and mechanics of engine disassembly. Air and fuel intake and exhaust systems, including turbocharges and air induction. Component disassembly, repair, engine mounting and operation.

**DSE 1103      Diesel Trouble Shooting Servicing  
and Maintenance      6   18   12**

Development of proficiency in the field of diesel diagnosis and repair. Examination of vehicles to determine malfunctions. Correction of malfunctions on the basis of the diagnostic report. Training provided on all major mechanical and electrical units. Preventive maintenance and servicing techniques taught according to manufacturers specifications.

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<b>ECO 102</b>	<b>Economics</b>	<b>5 0 5</b>
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The fundamental principles of economics including the institutions and practices by which people gain a livelihood. Included is a study of the laws of supply and demand and the principles bearing upon production, exchange, distribution, and consumption both in relation to the individual enterprise and to society at large.

<b>ECO 104</b>	<b>Economics</b>	<b>3 0 3</b>
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Greater depth in principles of economics, including a penetration into the composition and pricing of national output, distribution of income, international trade and finance, and current economic problems.

<b>EDP 104</b>	<b>Introduction to Data Processing</b>	<b>3 2 4</b>
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Fundamental concepts and operational principles of data processing systems, as an aid in developing basic knowledge of computers, prerequisite to the detail study of particular computer problems. This course is a prerequisite for all programming courses.

<b>EDP 109</b>	<b>BASIC Language Programming I</b>	<b>3 4 5</b>
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An introduction to microcomputer programming using the BASIC language. Students will learn techniques of problem solving and program development using simple logic and program coding in the BASIC computer language.

Prerequisite: EDP 104 (or consent of instructor)

<b>EDP 110</b>	<b>BASIC Language Programming II</b>	<b>3 4 5</b>
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A continuation of EDP 109. This course examines the use of advanced programming techniques and develops the skills requiring more advanced logic. The student will design short programs with supporting documentation and data handling techniques.

Prerequisite: EDP 109

<b>EDP 111</b>	<b>COBOL I</b>	<b>3 4 5</b>
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An introduction to business computer programming using the COBOL programming language. Emphasis is on program design and logic as well as proper COBOL coding.

Prerequisite: EDP 104

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**EDP 216                      Data Processing Applications                      2    4    4**

An overview of selected computer programs and assignment of selected projects and practice sets for the student to complete at the computer. Commonly used business applications will be emphasized.

Prerequisites: EDP 109/EDP 111

**EDU 115                      Language Arts for Children [Elementary]    3    0    3**

Study of state adopted textbooks and other media in reading, handwriting, spelling, and language. Reading skills, word attack, comprehension, rate and language usage will be emphasized. Exercises to develop better listening skills will be provided. The student will collect a resource file of games and activities designed to strengthen the Language Arts Program.

**EDU 150                      Role of Teacher Associate                      5    0    5**

The course is designed to provide for successful orientation of the teacher associate to the school life, with special emphasis on the role of the teacher associate in the total elementary school program.

**EDU 203                      Exceptional Children                      3    0    3**

The study of children with developmental variations. Consideration is given to recognition of problems, community resources and selection of appropriate activities for the child with exceptional mental or physical development.

**EDU 234                      Audiovisual Instruction                      3    3    4**

The scope of the course will include practical consideration involved in selecting, using and evaluating the use of educational media to be found in schools today. Experiences in the operation and proper care of audiovisual equipment and materials will be provided. The preparation of inexpensive, teacher-student made audiovisual material will also be stressed. Examples will be drawn from all subject fields and from all elementary levels of instruction.

**ELC 1106                      Practical Laboratory Techniques                      2    3    3**

Practical laboratory skills will be taught with emphasis on hand tools, power tools, and fastening techniques. Measurement techniques will be stressed with the use of ohmmeter, voltmeter, ammeter, and oscilloscope. Safety procedures will be stressed throughout.

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**ELC 1112      Direct and Alternating Current      6   9   9**

A study of the electrical structure of matter and electron theory, the relationship between voltage, current and resistance in series, parallel, and series-parallel circuits. An analysis of direct current circuits by Ohm's Law and Kirchhoff's Law. A study of the sources of direct current flow, reactance, impedance, phase angle, power, and resonance. Analysis of alternating current circuits.

**ELC 1113      Direct and Alternating Current      6   18   12**  
**Motors and Controls**

Provides fundamental concepts in single and polyphase alternating current circuits, voltages, currents, power measurements, transformers, and motors. Instruction in the use of electrical test instruments in circuit analysis. The basic concepts of AC and DC machines and simple system controls. An introduction to the type control used in small appliances such as: thermostats, times, or sequencing switches.

Prerequisites: ELC 1112, MAT 1115

**ELC 1114      Direct and Alternating Current      3   12   7**

A continuation of instruction in Direct and Alternating Current to provide the electrician a complete and thorough understanding of the electrical principles which are involved in the equipment he installs and services. It will give the student a knowledge of inductance and capacitance needed to understand power factor and resonance in a circuit. It will teach the use of vectors in showing voltage and current relationships.

**ELC 1115      DC Circuits: Theory & Practice      3   12   7**

A study of the electrical structure of matter and electron theory, the relationship between voltage, current, and resistance in parallel and series parallel circuits. An analysis of direct current circuits by OHM's Law and Kirchhoff's Law. A study of the sources of direct current voltage potentials.

**ELC 1116      AC Circuits: Theory & Practice      3   12   7**

A study of the fundamental concepts of alternating current flow, reactance, impedance, phase angle, power, and resonance. Analysis of alternating current circuits.

Prerequisites: ELC 1115, ELC 1106

A practical training course in electrical controls that takes in all phases of control work from the simplest switches to the most complex systems that include relays, timers, magnetic starters, thermostats, and countless other control devices that insure the safe and efficient operation of machinery.  
Prerequisite: ELC 1113

This course is a continuation of ELC 1121. Additional instruction in static control development and the application of static elements: Diode Logic, Diode-Transistor Logic (DTL), Transistor-Transistor Logic (TTL), Experiments using Nor Logic (Norpak). Integrated circuits, Silicon Controlled Rectifiers (SCR), Triac and Programmable Controllers.

Prerequisites: ELN 1131, ELC 1121

Provides instruction and application in the fundamentals of blueprint reading, planning, layout, and installation of wiring in residential applications such as: services, switchboards, lighting, fusing, wire sizes, branch circuits, conduits, National Electrical Code regulations in actual building mock-ups.

Layout, planning, and installation of wiring systems in commercial and industrial complexes, with emphasis upon blueprint reading and symbols, the related National Electrical Code, and the application of the fundamentals to practical experience in wiring, conduit preparation, and installation of simple systems.  
Prerequisite: ELC 1113

A study of the current rules and regulations that govern the installation and maintenance of electrical equipment in North Carolina. This course will provide the student with an understanding of the responsibilities of the electrical workman, electrical contractor, and the inspector.



ELC	1132	Electrical Maintenance	2	9	5
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An introduction to industrial maintenance that provides the student with the knowledge and skills necessary to perform normal service work on electrically driven equipment. This will include preventive maintenance on power devices, fans, gears, and various types of machinery that the electrical maintenance man would be expected to service. The student will also learn the proper use of electrical test equipment.

Prerequisite: ELC 1125

ELC	1133	Electrical Maintenance	1	6	3
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This course goes into the more complicated circuits and equipment found in modern industrial locations. The student will learn to install and “shoot” trouble in such things as solid state, electronic circuits, and DC machinery. Testing procedures and replacement of parts will also be covered.

Prerequisite: ELC 1132

ELC	1134	Electrical Project	1	15	6
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The student will be trained to estimate, plan, and install an electrical project involving an electrical control system and machinery. The student will learn to develop a schematic drawing of this system (either conventional or solid state). He will also learn how to check this installation for safety, code compliance, and operation.

**Prerequisites:** ELC 1133, ELC 1121

ELN	1104	Instruments & Measurements	2	3	3
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Upon successful completion of this course the student should be able to: (1) use Ammeters, Voltmeters, and Ohmmeters; (2) calculate the values of shunts and multipliers to extend the range of meters; (3) manipulate the controls of signal generators and oscilloscopes to present a visual trace of an electrical signal for wave shape observation, frequency comparison, time frequency and voltage measurement, and phase angle determination; (4) measure power with the Wattmeter and; (5) make precise resistance measurements with a whealstone bridge.

Prerequisites: ELC 1116, ELN 1155

## ELN 1105 Industrial Electronics &amp; Instrumentation 4 15 9

A study of electronic components and circuits used in industrial applications. Included is a study of sensory devices and detectors, the associated circuitry and indicating devices, relays, switching and monitoring circuits, and other devices applicable to the field of industrial electronics.

Prerequisite: ELN 1166

ELN	1106	Maintenance & Analysis of Electronic Systems	3	9	6
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A study in the analysis and maintenance of electronic systems. Included are component troubles and their effect on circuit behavior as related to electronic systems used in private entertainment and to equipment used in business and industrial applications.

**Prerequisite:** ELN 1105

ELN	1107	Communications	2	3	3
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A study of the history, operating principles, and communication methods. Telephones, radio, television, telemetry, and other types of communications used in private and industrial applications are included.

ELN	1111	Electronic Troubleshooting	3	3	4
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A study of electronic troubleshooting methods and procedures for radio, Hi-Fi stereo, tape recorders, television, camera and video tape recorders, CB and mobile radio, electronic organs, digital circuits. Included is the use of electronic instruments, test equipment, tools and auxiliary items.

Prerequisite: ELN 1157

<b>ELN</b>	<b>1124</b>	<b>Electronic Drawing</b>	<b>2</b>	<b>6</b>	<b>4</b>
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A study of drawing instruments, layout, construction, lettering, dimensioning, and reading electronic prints. Electronic symbols, schematics, and printed circuits board layout is emphasized.

**Prerequisite:** ELC 1116



A study of the principles of radio reception and practices of servicing. Included are block diagram and schematics of radio receivers, servicing techniques of AM and FM receivers by resistive measurements, signal injection and signal tracing, voltage analysis and methods of locating faulty stages and components.

A study of the principles of television reception and practices of servicing. Included are block diagrams and schematics of monochrome and color television receivers, servicing techniques by resistive measurements, voltage and image analysis, and methods of locating and repairing defective states or compounds.

This course teaches the student the basic principles of electronics, and the electrical vocabulary. It teaches the operation of semi-conductors and transistors. After the basics, the student will go into special system applications that include the more sophisticated circuits. Examples of these circuits are heating system controls, magnetic drive speed control, and liquid level controls.

This course is a continuation of ELN 1131. Additional instruction will be given on special system applications that include the more sophisticated circuits. Examples of these circuits are heating system controls, magnetic drive speed control, and liquid level controls.

This course deals with the basic techniques required for troubleshooting and repairing micro-computers. Flow diagrams and other diagnostic software are utilized in presenting hands-on-trouble-shooting experiences.

Mathematical methods used in analyzing electronic circuits will be developed. Elementary A-C Circuits, complex Algebra, Rms current and average power. Analysis of simple circuits by substitution and graphical means.

Presents qualitative electronic concepts dealing with solid state devices, characteristics and operation. Solide state devices are introduced as idealized devices. Experience is provided in basic troubleshooting techniques. Instruments are introduced as needed for simple testing and measurements.

A qualitative study beginning with active control devices and proceeding to circuits. The use of device characteristics will be used to predict circuit performance. Instruments are used in the laboratory to collect data, verify math predictions, and troubleshoot.

A study of the basic concepts of industrial measurements and control circuits and loops. Included are motor, electronic, pneumatic controls and associated control circuits, sensing devices and final control elements required by industry.

Broad introduction to use of industrial electromechanical and electronic circuits providing an understanding of the servicing of a number of industrial control systems. Servicing of sensing devices for detecting values, rates, and changes in temperature, pressure, flow, level, etc., is included.

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**ELN 1165 Introduction to Computer Logic 2 6 4**

Emphasizes the study of basic numbering systems and computer logic including logic fundamentals, gates, logic and diagrams, truth tables, and other logic functions.

Prerequisites: ELN 1155, ELN 1127

**ELN 1166 Fundamentals of Digital Computers 2 6 4**

This course consists of a study of computer organization using the block diagram, central processing unit architecture, and basic core memories. Emphasis is also placed on an introduction to machine language and programming. A study of various input/output devices is also included.

Prerequisites: ELN 1155, ELN 1157

**ENG 001 Communication Skills [Oral] 3 0 3**

Designed to familiarize students with basic concepts and principles of oral communications in order to enable them to engage in effective interpersonal and intrapersonal communications. Emphasis is placed upon helping students to understand and overcome their own personal communications problems by acquainting them with skills and techniques that may be applied in their daily lives.

**ENG 002 Grammar 3 2 4**

Designed to aid the student in the improvement of self-expression in oral and written communications by using a practical approach to the study of grammar, diction, sentence structure, spelling, and paragraph development. Intended to stimulate students to apply the principles learned to increase their job chances for success in school, in social situations, and on the job.

**ENG 003 Composition 3 0 3**

This course offers the student the basic knowledge necessary to write short themes in a beginning composition course. Designed to provide an approach to the problems of organizing and writing short papers. Different types of paragraph construction will be taught and opportunities for practical application will be provided. Self-expression through paragraph formation will be applied to situations in industry, business, and the vocational area.

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**ENG 005                      Developmental Reading                      3    2    4**

Designed to improve fundamental reading skills. The course focuses on study-type reading, vocabulary development, word attack and structural analysis skills.

**ENG 006                      Reading and Spelling                      3    2    4**

Designed to develop proficiency in reading and accuracy in spelling. Reading ability will be diagnosed and reading assignments will be individualized. Emphasis will be placed on learning and applying spelling rules and on developing techniques for mastering correct spelling. Spelling instruction will include phonetic analysis skills.

**ENG 007                      Critical Reading                      3    2    4**

Designed to develop the more complex reading comprehension skills: drawing conclusions, making inferences, understanding figurative language. Reading strengths and weaknesses will be identified and prescriptive tasks for remediation will be assigned.

**ENG 008                      Speed Reading                      3    2    4**

Designed to increase student's reading rate and reading comprehension through controlled individual and group activities.

**ENG 022                      English - Reading                      3    2    4**

Designed to improve the students' ability to read rapidly and accurately. Also designed to aid the student in the improvement of self-expression in oral and written communications by using a practical approach to the study of grammar, diction, sentence structure, spelling, and paragraph development. Intended to stimulate students to apply the principles learned to increase their chances for success in school, in social situations, and on the job.

**ENG 026                      Communications                      3    0    3**

Designed to familiarize students with basic concepts and principles of oral communications to enable them to engage in effective interpersonal and intrapersonal communications. Emphasis is placed upon helping students to understand and overcome their own personal communications problems by acquainting them with skills and techniques that may be applied in their daily lives.

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**ENG 101                      Grammar    5   0   5**

Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life.

**ENG 102                      Composition    3   0   3**

Designed to aid the student in the improvement of self-expression in business and technical composition. Emphasis is on the sentence, paragraph, and whole composition.

Prerequisite: ENG 101

**ENG 103                      Report Writing    3   0   3**

The fundamentals of English are utilized as a background for the organization and techniques of modern report writing. Exercises in developing typical reports, using writing techniques and graphic devices are completed by the students. Practical application in the preparation of a full-length report is required of each student at the end of the term. This report must relate to the student's specific curriculum.

Prerequisite: ENG 102

**ENG 104                      Executive Spelling    3   0   3**

A realistic learn-to-spell program, presenting key words the student needs to master in order to be able to communicate effectively in the world of business. Particular emphasis will be placed on effective use of the dictionary with words most likely to be encountered by the beginning employee in a business office.

**ENG 105                      Composition    5   0   5**

This course is an introduction to writing basic compositions, beginning with the paragraph and concluding with the short essay. Types of essays include exposition, argumentation, and narration. Literary analysis is presented through reading and discussing short stories and essays.

This course introduces the student to writing of extended essays and research papers. Purpose and audience analysis are stressed. Representative essays in a text are read and analyzed on the basis of meaning and relevance. A research paper is required as evidence of the student's ability to assimilate, organize, and document information from various sources.

This course is a survey of major world writers, excluding American writers, ranging from the ancient Greeks to modern Western authors. Emphasis is placed on the universality of human behavior as depicted through literature. Attention is given to the relationship between the writer's work and the events of his time.

This course is a survey of the major writers of America from colonial days to the present.

An advanced, intensive course in grammar designed to strengthen the ability of the student to express himself in written and oral communication. The course is also intended to reinforce previously acquired knowledge of machine transcription and to provide additional assistance in the preparation of letters and other business forms.

A study of concepts and principles of human communication applicable to modern business and industry. Emphasis on perceiving, building and developing one-on-one and small group relationships. Attention to intrapersonal communication, improving vocal habits, role-playing, and some public speaking.



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**ENG 206                      Business Communication                      3   0   3**

Develops skills in techniques in writing business communications. Emphasis is placed on writing action - getting sales letters and prospectuses. Business reports, summaries of business conferences, letters involving credit, collections, adjustments, complaints, orders, acknowledgements, remittances, and inquiry.

Prerequisite: ENG 102

**ENG 217                      Children's Literature                      3   0   3**

A study of children's literature which includes the history and various types of literature appropriate for young children. Evaluation of modern writers, illustrators and books will be emphasized.

**ENG 1101                      Reading Improvement                      5   0   5**

Designed to improve the student's ability to read rapidly and accurately. Special machines are used for class drill to broaden the span of recognition, to increase eye coordination and word group recognition and to train for comprehension in larger units.

**ENG 1102                      Communication Skills                      3   0   3**

Designed to promote effective communication through correct language usage in speaking and writing.

**ENG 1103                      Advanced Communication Skills                      3   2   4**

The course will be comprised of business correspondence, e.g. letters of request, letters of complaint, letters of application, resumes; technical reports; reading comprehension of material dealing with electrical installation and requiring the student to follow instructions; oral and non-verbal communication, e.g. dyadic.

**HEA 102                      First Aid & Safety                      3   0   3**

A basic course in health education designed to teach the fundamentals of administering first aid. Emphasis is placed on accident prevention and practical application. The American Red Cross Standard Certificate will be issued to students with a grade of "C" or better.



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**HEA 201                      Personal Health and First Aid                      5   0   5**  
Major health problems and how they relate to individuals; principles and applied techniques of first aid are studied.

**HIS 105                      American History                      5   0   5**  
A study beginning with the colonization of colonial America and ending at the close of the Civil War.

**HIS 106                      American History                      5   0   5**  
This course begins with the reconstruction era and continues to the present.

**HIS 110                      The Black Man and Contemporary Society                      5   0   5**  
This course is an intensive study of the Afro-American from his African and European backgrounds through colonial America to the present. Special attention will be given to the effect of slavery, segregation, and racism on the personality and destiny of the Afro-American. This course will also emphasize Afro-American's contributions to slave revolts and to contemporary civil, social, and cultural movements.

**HIS 120                      History of the American Indian                      5   0   5**  
A survey of the major Indian cultures in North America with emphasis on those located in the eastern half of the United States.

**MAS 1101                      Bricklaying                      4   21   11**  
The history of the bricklaying industry. Clay and shell brick, mortar, laying foundations, laying bricks to a line, bonding, and tools and their uses. Laboratory work will provide training in the basic manipulative skills.

**MAS 1102                      Bricklaying                      3   12   7**  
Designed to give the student practice in selecting the proper mortars, layout, and construction of various building elements such as foundations, walls, chimneys, arches, and cavity walls. The proper use of bonds, expansion strips, walls, ties, and caulking methods are stressed.







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**MAT 1115-A      Electronic Servicing Mathematics                      5    0    5**

A study of the fundamental concepts of algebra. This course will include the study of algebraic expressions, formulas, equations, literal equations, ratios, proportions, variations, variation and polynomials.

**MAT 1116              Electronic Servicing Mathematics                      5    0    5**

This is a continuation of MAT 1115-A. Topics to be emphasized are simultaneous equations, quadratic equations, rectangular coordinate system and introduction to trigonometric and logarithmic functions.

Prerequisite: MAT 1115-A

**MAT 1117              Electrical Mathematics    5    0    5**

Designed to give the Electrical II student a working knowledge of the mathematics needed to solve a variety of electrical problems. The mathematics of circuits will be emphasized. The course will include the study of algebraic equations, literal equations, algebraic expressions, solutions of simultaneous equations, formulas and the use of trigonometric tables.

**MAT 1123              Machinist Mathematics    3    2    4**

Introduces gear ratio, lead screw and indexing problems with emphasis on application to the machine shop. Practical applications and problems furnish the trainee with experience in geometric propositions and trigonometric relations to shop problems; concludes with an introduction to compound angle problems.

Prerequisite: MAT 1101

**MEC 1101              Machine Shop Theory and Practice                                      3    12    7**

An introduction to the machinist trade and the potential it holds for craftsmen. Deals primarily with the identification, care, and use of basic hand tools and precision-measuring instruments. Elementary layout procedures and processes of lathe, drill press, grinding (off-hand) and milling machines will be introduced both in theory and practice.

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**MEC 1102                      Machine Shop Theory and Practice                      3   12   7**

Advanced operation in layout tools and procedures, power sawing, drill press, surface grinder, milling machine shaper. The student will be introduced to the basic operations on the cylindrical grinder and will select projects encompassing all the operations, tools and procedures thus far used and those to be stressed throughout the course.

Prerequisite: MEC 1101

**MEC 1103                      Machine Shop Theory and Practice                      4   15   9**

Advanced work on the engine lathe, turning, boring and threading machines, grinders, milling machine and shaper. Introduction to basic indexing and terminology with additional processes on calculating, cutting and measuring of spur, helical, and worm gears and wheels. The trainee will use precision tools and measuring instruments such as vernier height gauges, protractors, comparators, etc. Basic exercises will be given on the turret lathe and on the tool and cutter grinder.

Prerequisite: MEC 1102

**MEC 1104                      Machine Shop Theory and Practice                      2   15   7**

Development of class projects using previously learned procedures in planning, blueprint reading, machine operations, final assembly and inspection. Additional processes on the turret lathe, tool and cutter grinder, cylindrical and surface grinder, advanced milling machine operations, etc. Special procedures and operations, processes and equipment, observing safety procedures faithfully and establishing good work habits and attitudes acceptable to the industry.

Prerequisite: MEC 1103

**MEC 1112                      Machine Shop Processes                      2   3   3**

To acquaint the student with the procedures of layout work and the correct use of hand and machine tools. Experience in the basic fundamentals of drill press and lathe operation; hand grinding of drill bits and lathe tools; set-up work applied to the trade.



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**MEC 1115                      Heat Treatments of Metals                      2    3    3**

Investigates the properties of ferrous metals and tests to determine their uses. Instructions will include some chemical metallurgy to provide a background for the understanding of the physical changes and causes of these changes in metals. Physical metallurgy of ferrous metals, producing iron and steel, theory of alloys, shaping and forming, heat treatments for steel, surface treatments, alloy of special steels, classification of steels, and cast iron will be topics for study. The non-ferrous metals: bearing metals (brass, bronze, lead), light metals (aluminum and magnesium), and copper and its alloys are studied. Power metallurgy, titanium, zirconium, indium and vanadium are included in this course.

**MEC 1117                      Machine Repair                      2    3    3**

This course is designed to acquaint the student with the movable parts of machine tools, the basic methods of joining these parts together and adjustments necessary to obtain satisfactory service, to further acquaint him with removal and reinstallation of worn parts, to instruct the student in uses of lubricants as applied to machine tools, and to instruct the student in safety precautions as directed by OSHA.

**MEC 1120                      Duct Construction and Maintenance                      3    6    5**

Study of various duct materials including sheet steel, aluminum, and fiberglass. Safety, sheet metal hand tools, cutting and shaping machines, fasteners and fabrication practices, layout methods, and development of duct systems. The student will service various duct systems and perform on-the-site repairs including duct made of fiberglass. A study is made of duct fittings, dampers and regulators, diffusers, heater and air washers, fans, insulation and ventilating hoods. AHR 1126 must be taken simultaneously.

Prerequisites: DFT 1116, AHR 1123

**MET 001                      Methods of Study [SQ3R]                      2    0    2**

Designed to develop an understanding for the need to learn and practice good study habits. Presents an uncomplicated but effective method of study equally applicable to vocational and technical programs. Emphasis to be placed on outlines, note taking, library uses, and research oriented to individual interest areas.



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**MUS 101                      Music Appreciation                      5   0   5**

A course designed to instill and to further the development of knowledge, understanding, and the appreciation of good music. Emphasis given to the historical development of music, pertinent criticism, forms of music, listening, and the relationship of music to a general cultural development.

**NUR 051                      Pre-Nursing I                      5   10   10**

A one-quarter course of study in basic nursing care (theory and practice). The course includes the study of basic principles of nursing care, use of related equipment, community health resources, ethics, and nutrition. Laboratory and clinical practice are used extensively to develop skill in the above-mentioned subjects and in assisting the doctor or nurse, oral and written communications.

**NUR 052                      Pre-Nursing II                      3   14   10**

A continuation of Pre-Nursing I.

Prerequisite: NUR 051

**NUR 053                      Pre-Nursing III                      4   16   12**

Designed for the more advanced Nurses' Assistant student to comprehend and practice integrated concepts of nursing care in various levels of nursing care. More advanced procedures and skills are incorporated. Major health problems are covered with the relationships to individuals. Specified first aid procedures are applied.

Prerequisite: NUR 052

**NUR 054                      Nursing Vocabulary                      3   0   3**

This course is designed to enhance the nurses' assistant student's working knowledge of medical terminology in nursing, both written and oral. Proper usage and spelling are utilized. Prefixes and suffixes are incorporated.

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<b>NUR 101</b>	<b>Fundamentals of Nursing</b>	<b>5 21 9</b>
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This beginning course is the foundation for all other courses in Nursing. The emphasis is on individual self-care and basic nursing skills which assist patients in meeting physical, social, emotional, and rehabilitative needs. Observing, assessing, planning, implementing, evaluating and recording information is stressed as an introduction to the nursing process. Safe nursing practices and legal principles are incorporated. Classroom, nursing laboratory, and hospitals are used for directed clinical practices.

<b>NUR 102</b>	<b>Medical-Surgical Nursing I</b>	<b>5 17 11</b>
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Provides beginning knowledge of the nursing care of patients with common problems caused by illness. Symptoms of illness, classification of diseases, pre- and post-operative care, long-term illness and rehabilitation, communicable disease of the adult, and disaster and emergency nursing are also included. Principles relating to care of the patient with long-term illness, in geriatric situations, during rehabilitation nursing, as well as the patient with cancer and the dying patient are studied. Objective-centered clinical learning experiences are planned on selected patients in the medical-surgical units of the hospital. Additional learning experiences are planned in the emergency room, recovery room, North Carolina Cancer Institute, and other agencies to meet stated objectives.

<b>NUR 103</b>	<b>Medical-Surgical II</b>	<b>5 14 10</b>
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Continues the study of Medical-Surgical disorders, especially the pathophysiological process and therapeutic intervention pertinent to disorders of the genitourinary, musculoskeletal, nervous, endocrine, and integumentary systems, the eye and ear. Emphasis is placed upon functioning as a member of the health team. Concepts of patient family teaching, pharmacology, and nutrition are integrated as well as self-care concepts.

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**NUR 104                      Parent-Child Nursing I                      6   15   11**

This course consists of two components; obstetrics and pediatrics. Nursing assessment, intervention and evaluation during pregnancy, labor, and delivery and the puerperium will be studied. Emphasis will be placed on family-centered nursing, preventive measures and education. The pediatric component introduces the student to the unique aspects of child care continuing to focus on principles. Growth and development, common and acute disorders, and diseases that affect the infant, toddler, preschool, school age child, and adolescent are incorporated.

**NUR 105                      Nursing Trends and Seminar                      5   0   5**

Trends in nursing will be discussed with emphasis on the constantly changing role of the nurse. Ethics and accountability for the health care deliverer will be included along with the professional organization. Job opportunities and continuing education will be stressed. Preparing the student for the licensing examination is done by reviewing experiences and learning situations from day-to-day clinical activities involving obstetrics, pediatrics, or medical-surgical nursing. Individual problem-solving of actual cases will be discussed by a controlled group.

**NUR 107                      Pharmacology                      2   0   2**

Pharmacology presents knowledge of the basic classifications of drugs utilized in the care of patients with disorders of the various biological systems. General actions, uses, dosages, side effects, and clinical considerations are discussed for each classification.

**NUR 109                      Metrology                      3   0   3**

Presents the student with facts concerning sources, effects, legalities, and usage of drugs as therapeutic agents. Conversion between systems, prescriptions of medications, drug classifications, and nursing implications are covered. Emphasis is placed on the nurse's responsibilities in relation to drug administration. The student prepares for the process of administering and computing dosages of drugs. Practice opportunities will be provided in classroom.

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<b>NUR 200</b>	<b>Introduction to Associate Degree Nursing</b>	<b>20 55 4</b>
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This course is designed to assist the Licensed Practical Nurse as he/she re-enters an educational program and assumes the role of a Registered Nurse student. The emphasis is on observing, assessing, planning, implementing, evaluating and recording information using the nursing process. Safe nursing practices and legal principles are incorporated. Classroom, nursing laboratory, and the hospital are used for directed clinical practices.

<b>NUR 204</b>	<b>Medical-Surgical Nursing III</b>	<b>4 17 10</b>
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A comprehensive study of biological, social, emotional, and rehabilitation components of frequently occurring illnesses. The management of patient care and leadership roles as functions of the Associate Degree Nurse during major health problems are emphasized. Opportunity is provided for using previously acquired knowledge in planning and implementing nursing care for individuals or groups. Nutrition, pharmacology, and legal aspects of nursing care are integrated in course content and clinical experiences. Planned clinical learning experiences are selected on the basis of the student's needs in order to meet stated objectives.

<b>NUR 205</b>	<b>Medical-Surgical Nursing IV</b>	<b>5 12 9</b>
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The study of bodily aberrations begins in Medical-Surgical Nursing IV and is continued with emphasis upon the rehabilitative and adaptative processes. Selected learning experiences are planned to assist the student in developing his/her ability to formulate and utilize previous and concurrent acquired skills. Comprehensive planning and competent application of cognitive, affective, and manipulative skills are employed in the care of the patients in all age groups in selected situations. The student is given the opportunity to plan, direct, and evaluate total patient care in team or primary nursing.

<b>NUR 206</b>	<b>Nursing Trends and Careers</b>	<b>3 0 3</b>
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Nursing Trends and Careers is designed to assist the student to assume his/her graduate role as a Registered Nurse. Trends in nursing will be discussed to emphasize the constantly changing role of the R.N. Ethics and accountability for the health care deliverer will be included along with professional organizations.

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**NUR 207                      Parent-Child Nursing II                      4   14   9**

Maternal-Child Health Nursing II focuses on the more complex obstetrical and pediatric problems. Assessment and nursing intervention of the high-risk pregnancy, premature and full-term infant are employed in administering individualized high-quality, family centered care. Emphasis is placed on diagnostic tests and procedures used in evaluating fetal well being, gestational age, maternal and child health. Growth and development is incorporated in the study of conditions involving the respiratory, circulatory, digestive, neuromuscular, skeletal, and integumentary systems, according to various age groups.

**NUR 208                      Psychiatric Nursing                      4   14   9**

This course is a conceptual and developmental approach to the nurse's role in the care of patients with psychiatric disorders. Emphasis is placed on cognizance and utilization on self as a tool in socio-psychotherapeutic interventions, development of verbal and nonverbal communication skills, and formulation of therapeutic interpersonal skills. The course also emphasizes knowledge and identification of personality and behavior deviation experienced by the mentally ill patient, including etiology, treatment, prevention and rehabilitation of mental illness.

**NUT 101                      Nutrition and Diet Therapy                      3   0   3**

Designed to give the student basic principles of normal nutrition including the study of nutrients, their use by the body, and sources and types of food necessary for balanced diet. Meal planning is incorporated, and an introduction to the most commonly used hospital diets are included. Physiological processes of digestion, absorption, and metabolism are discussed. A knowledge of religious, cultural, and psychological factors are examined.

**OCU 001                      Independent Study                      3   0   3**

Designed to give the student, under the supervision of the instructor, an opportunity to do a more in-depth study of the course related to his primary choice of a curriculum by writing a report on a topic of his choice. Additionally, the student will be able to work to improve his study skills, work on general and specific vocabularies, and do outside readings of an informative and recreational nature.

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**PHI 101 Introduction to Philosophy 5 0 5**

An introductory course designed to give a philosophical perspective to the following concepts: The nature of and the scope of questions arising in everchanging yet constant areas of life; the moral, social, and political problems facing mankind; and the philosophical answers which guide men's lives.

**PHY 101 Physics 4 0 4**

The fundamental course which starts with philosophical and historical background. The first quarter course includes the topics of classical mechanics, relativity, atomic structure, and heat.

Prerequisite: MAT 111 or MAT 102

**PHY 102 Physics 4 0 4**

The second quarter course in general physics, with emphasis on the topics of wave motion, sound, light, electricity, magnetism, and nuclear physics.

Prerequisite: PHY 101

**PHY 1101 Applied Science 3 2 4**

An introduction to physical principles and their application in industry. Topics in this course include measurement; properties of solids, liquids, and gases; basic electrical principles.

**PHY 1102 Applied Science 3 2 4**

The second in a series of two courses of applied physical principles. Topics introduced in this course are heat and thermometry, and principles of force.

Prerequisite: PHY 1101

**PME 1101 Internal Combustion Engines 5 15 10**

Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines. Testing of engine performance; servicing and maintenance of pistons, valves, cams and camshafts, fuel and exhaust systems, cooling systems; proper lubrication; and methods of testing, diagnosing and repairing.



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**PME 1102      Engine Electrical and Fuel Systems      3 12 7**

A thorough study of the electrical and fuel systems of the automobile. Battery cranking mechanism, generator, ignition, accessories and wiring; fuel pumps, carburetors, and fuel injectors. Characteristics of fuels, types of fuel systems, special tools, and testing equipment for the fuel and electrical system.

**PME 1103      Auto Engine Tune-Up and Emissions Systems      3 13 8**

Study of theory and use of various types of tune-up equipment with emphasis on gaining knowledge of the waveforms of the oscilloscope and other units on the tune-up tester. Proper use of tune-up equipment to demonstrate ability to diagnose malfunctions in ignition systems, cranking motors and charging circuits. Service and repair of the components of emission control and use of the exhaust gas analyzer.

**PME 1104      Automotive Electrical Systems      1 5 3**

A study of electrical circuits including lighting, transmission switch assemblies, starters, and electric-air integrated circuits.

**PME 1140      Manufacturer Specifications      5 0 5**

Practical application in the use of manufacturers' data, service manuals, parts lists, etc., is studied. Engine testing according to specifications is included.

**PME 1150      Engine Rebuilding      5 15 10**

An introduction to two- and four-cycle gasoline engines. Topics include the operation, care, and maintenance and rebuilding of engines. Study in testing of performance for efficient operation and the proper servicing techniques are included.

**POL 102      United States Government      3 0 3**

English and colonial background, the Articles of Confederation, and the framing of the federal constitution. The nature of the federal union, state rights, federal powers, political parties. The general organization and functioning of national government.



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**POL 202                      State & Local Government                      5   0   5**

A study which traces the evolution, growth, and development of American state and local government. A treatment is given of the political and constitutional status of state and local government in relation to the federal system. The functions of state, county, and city governments are taken up in considerable detail.

**POL 210                      American Government                      5   0   5**

American national government with emphasis on basic concepts, structure, powers, procedures, and problems.

**PSC 101                      Introduction to Police Science                      5   0   5**

A general course designed to familiarize the student with the philosophy and history of law enforcement, including its legal limitations in a democratic republic, a survey of the primary duties and responsibilities of the various law enforcement agencies, a delineation of the basic processes of justice, an evaluation of law enforcement's current position, and an orientation relative to law enforcement as a vocation.

**PSC 102                      Motor Vehicle Laws                      3   0   3**

A study of the traffic enforcement codes with primary emphasis placed on North Carolina Law.

**PSC 105                      Introduction to Criminology                      5   0   5**

A survey of the different crimes; theories and factors attributing to criminal behavior. The student will study some of the penal and correctional procedures which have been used in the past, as well as some of the contemporary methods.

**PSC 106                      Identification Techniques                      3   2   4**

The student will study various identification methods and how they evolved into the present day systems. Techniques for lifting latent prints and taking rolled impressions will be developed through lab practice. Instruction will be given in the more popular ten-finger and single-print classification systems. An introduction will be given to the process of comparing latent lifts and rolled impressions and in preparing them for courtroom presentation.

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**PSC 110                      Police Role in Crime & Delinquency                      3   0   3**

An introduction to the cause and treatment of juvenile delinquency. The organization, functions, and jurisdictions of juvenile agencies; the processing and detention of juveniles, juvenile case disposition, juvenile status and court procedures. Evaluation of methods in delinquency control. Special attention will be given to forms of family, church, and community resources bearing on juvenile adjustment and preventative measures.

**PSC 115                      Criminal Law I                      3   0   3**

Designed to present a basic concept of criminal law and create an appreciation of the rules under which one lives in our system of government. Primary emphasis will be placed on North Carolina law.

**PSC 116                      Criminal Law II                      3   0   3**

A continuation of Criminal Law I which presents a basic concept of criminal law and creates an appreciation of the rules under which one lives in our system of government. Primary emphasis will be placed on North Carolina law.

Prerequisite: PSC 115

**PSC 201                      Traffic Planning & Management                      5   0   5**

A study which covers the history of the traffic enforcement problems and gives an overview of the problem as it exists today. Attention will be given to the three E's and legislation, the organization of the traffic unit, the responsibilities to the traffic function of the various units with the law enforcement agency, enforcement tactics, evaluation of the traffic program effectiveness, and the allocation of men and materials.

**PSC 202                      Police Community Relations                      2   0   2**

A course designed to create an awareness of the need for good police and community relationships; problems confronting police personnel in achieving this goal; solutions to these problems, including a survey of non-police agencies dealing with police problems and how they can best work together to achieve their common goal.

Prerequisite: Permission of instructor/coordinator

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**PSC 205 Criminal Evidence 3 0 3**

Instruction covers the kinds and degrees of evidence and the rules governing the admissibility of evidence in court.

Prerequisite: PSC 115 and PSC 116

**PSC 208 Applied Police Psychology 3 0 3**

Designed to assist law enforcement officers in a better understanding of relationships on the job, at home, and in the community as members of the law enforcement team.

**PSC 210 Criminal Investigation 3 4 5**

This course introduces the student to the fundamentals of investigation; crime scene search; recording, collection, and preservation of evidence; case preparation and court presentation; and the investigation of specific offenses such as arson, narcotics, sex, larceny, burglary, robbery, and homicide.

Prerequisite: Admission to the program; permission of the instructor/-coordinator

**PSC 211 Introduction to Criminalistics 3 2 4**

A general survey of the methods and techniques used in modern scientific investigation of crime, with emphasis upon the practical use of these methods by the students. Laboratory techniques will be demonstrated and the student will participate in actual use of the scientific equipment.

Prerequisite: Admission to the program; permission of instructor/coordinator

**PSC 212 Forensic Science 3 2 4**

A survey of the various sciences and their applications to the field of law enforcement. A study of the theory and techniques used in the more common forensic applications, such as blood grouping, blood alcohol luminol, drug analysis, flammable accelerants, explosives, serial number restoration, firearms, primer residue test, etc.

**PSC 217 Laws of Arrest, Search, & Seizure 5 0 5**

The constitutional requirements and limitations for a lawful arrest and legal search and seizure. Federal and state judicial decisions concerning these requirements will be studied.

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**PSC 219 Administration of Justice 5 0 5**

A study of the functions and responsibilities of our federal, state, and local court systems.

**PSC 220 Police Organization & Administration 3 0 3**

An introduction to the principles of organization and administration, including their application to field services, such as vice control, traffic patrol, criminal investigation, and juvenile division. A discussion of the functions; e.g., training, communications, records, property maintenance, and miscellaneous services.

**PSC 221 Police Supervision 3 0 3**

A continuation of PSC 220, with emphasis on developing supervisory and management techniques employed at the various levels of police work.

Prerequisite: PSC 220

**PSC 225 Criminal Procedure 2 0 2**

This course is designed to provide the student with a review of court systems; procedures from incident to final disposition; principles of constitutional, federal, state, and civil laws as they apply to and affect law enforcement.

Prerequisite: Permission of instructor/coordinator

**PSC 230 Human Relations 3 0 3**

A study of concepts and attitudes held by police in relation to brutality, dishonesty, and minority groups.

**PSC 240 Firearms & Defensive Tactics 3 2 4**

This course is designed to help the student develop an understanding of the need, use, and respect for all kinds of firearms. Range practice will be given in the use of rifles, shotguns, and pistols with a special effort made to develop proficiency in the use of the service revolver. Instruction will be given in riot control, nonlethal weapons such as tear gas, and defensive tactics used in the handling of arrested persons.

Prerequisite: Enrollee must be a law enforcement officer at the present time, or have at least six quarter hours credit in Police Science and permission of instructor.

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**PSC 241                      Firearms Practice I    0   3   1**

This course is designed to give the student some practical experience in the use of firearms. Major emphasis will be placed on the law enforcement officer staying in practice in the use of a pistol.

Prerequisite: Enrollee must be a law enforcement officer at the present time, or have at least six quarter hours credit in Police Science and permission of instructor.

**PSC 250                      Individual Study    3   0   3**

This course is offered for the purpose of permitting the student the opportunity to pursue in depth a topic related to his future employment or the field of law enforcement in general.

**PSY 001                      Human Relations    3   0   3**

An introductory course that will relate, through psychology, to the contemporary concerns and issues with which students today are confronted. A study of human problems, needs and wants, behavior, health and other aspects will be covered. The course is designed to aid the student to achieve greater understanding of himself and others, and to enable him to adopt so as to live a meaningful life in a changing world.

**PSY 101                      Introduction to Psychology    5   0   5**

An introduction to the field of psychology with emphasis upon intelligence, personality, learning, and motivation.

**PSY 102                      Human Growth and Development    3   0   3**

Prenatal, infancy, childhood, adolescence, adulthood, and gerontology are revealed in this study of human development. Both physiological and psychosocial concepts are included.

**PSY 103                      Adolescent Psychology    3   0   3**

A study of the nature and source of the problems of adolescents in western culture; physical, emotional, social, intellectual, and personality development of adolescents.

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**PSY 110                      General Psychology                      3   0   3**

This course is an introductory survey of the field of psychology, wherein the student becomes better acquainted with a human as a biological-social organism. Topics covered include psychology as a science, learning and problem-solving, human development, perception, and social psychology.

**PSY 112                      Personal Development                      3   0   3**

Designed to help the student recognize the importance of the physical, intellectual, social, and emotional dimensions of personality. Emphasis is placed on grooming and methods of personality improvement.

**PSY 205                      Abnormal Psychology                      3   0   3**

This course is an introduction to behavior pathology descriptions, dynamics, and modifications of abnormal behaviors including neuroses, psychoses, and personality disorders. Psychosomatic reactions are included as well as the behavior modification approaches to each disorder. Mental health maintenance is stressed.

**PSY 206                      Applied Psychology                      3   0   3**

A study of the principles of psychology that will be of assistance in the understanding of interpersonal relations on the job. Motivation, feelings, and emotions are considered with particular reference to on-the-job problems. Other topics investigated are: employee selection, supervision, job satisfaction, and industrial conflicts. Attention is also given to personal and group dynamics so that the student may learn to apply the principles of mental hygiene to his adjustment problems as a worker and a member of the general community.

**PSY 207                      Applied Psychology for Law Enforcement Personnel                      4   0   4**

A study of principles of psychology that will be of assistance in the understanding of interpersonal relations on the job. Topics investigated and related to on-the-job problems are the following: motivation, emotion, attitudes, employee selection, supervision, job satisfaction, and industrial conflicts. Attention is given to personal and group dynamics so that the student may learn to apply principles of mental hygiene to personal adjustment problems. One hour per week is devoted to a study of race relations and will cover the following topics:



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history or racial prejudice, facts concerning races and racial prejudice, information concerning race, crime and law. Focus will be made upon identifying personal attitudes toward races and forming attitudes that will contribute to positive relationships between police officers and the public.

**PSY 215                      Interpersonal Relationships and Communications                      3   0   3**

A basic course dealing with interpersonal and communication skills utilized in helping relationships. Examination is made of barriers which prohibit communication and hamper the helping process. The student will learn techniques of interviewing for specific purposes and acquire abilities in working with people.

Prerequisite: PSY 101

**PSY 231                      Personal Development                      3   0   3**

Designed to help the student recognize the importance of the physical, intellectual, social, and emotional dimensions of personality. Emphasis is placed on grooming and methods of personality improvement.

**PSY 1101                      Human Relations                      3   0   3**

A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group, membership, and relationships within the work situation.

**RED 101                      Introduction to Reading Education                      3   0   3**

An initial exposure to the role of a teaching associate with particular emphasis upon assisting with public school reading programs. The student will study such issues as the relationship among school personnel, professional work behavior, home-school cooperation, etc. Laboratory experiences will center upon structured observation with a variety of reading-teaching settings.

**RED 102                      Methods, Materials, and Techniques of Teaching  
Reading I                      5   6   7**

An overview of the major approaches to the teaching of children/adults to read. A major emphasis will be the study and utilization of materials actually found in the laboratory setting. Additional stress will be placed upon the acquisition of the vocabulary specific to reading



Prerequisite: RED 101

Guided practice in the preparation of reading lessons, small group instruction and evaluation of instruction. Students will be encouraged to utilize existing teaching materials, develop teaching materials and identify teaching strategies that work well with children. An in-depth examination of the reading process and strategies for individualization, and introduction to reading achievement tests will be included.

Prerequisite: RED 102

An opportunity to study a variety of school and community-based organizations which deal with the teaching of persons to read. The operation of reading laboratories, diagnostic clinics, social service agencies, etc., will be covered.

Prerequisite: RED 103

A study of the formal and informal methods of assessing pupil growth in reading. The course will also touch upon those other areas of educational evaluation that parallel reading assessment. Students will be devoted to role of the Teacher Associate within a schoolwide reading program and a school or systemwide scheme of pupil assessment.

Prerequisite: RED 201

An explanation of the role of reading abilities in mastering content (mathematics, science, social studies, etc.) materials. The student will be required to translate knowledge of reading and the reading process into lessons designed to teach "content." It is expected that the student will rely, in a large measure, upon the non-reading textbooks of the laboratory school for in-class work.

Prerequisite: RED 202

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**RED 204 Seminar and Practice in Reading**  
**Education 1 2 6 4**

A guided field experience designed to implement earlier coursework. The student will be required to provide instruction in reading to small groups of children. Direct supervision and weekly discussion of the Teacher Associate progress will be a feature of the course. It is expected that the student will actively participate in the seminar under the guidance of a faculty member.

Prerequisite: RED 202

**RED 205 Seminar and Practice in Reading**  
**Education 11 2 6 4**

An extension of RED 204. Specific attention will be devoted to assessing the extent to which the Teacher Associate can integrate concurrent coursework in Human Interaction and Content Reading into reading instruction. Weekly seminars will center upon community and school influences for the evolution of the teaching of reading. Seminar topics will also be drawn from the Teacher Associate laboratory work during the previous week.

Prerequisite: RED 202, RED 204

**RED 206 Supervised Internship in Reading Education**  
**4 30 14**

A course designed to meet in the laboratory setting for four complete days each week. The Teacher Associate will be expected to demonstrate those competencies acquired during the program's earlier coursework. On-going supervision of the Teacher Associate will center upon techniques for incorporating knowledge of children, reading, the community and the school in a coherent instructional program of reading education. In addition to individual and small-group teaching, the Teacher Associate will be expected to provide some large-group instruction.

Prerequisite: RED 202, RED 205

**SCI 011 Science [Human Body Structure and**  
**Functions] 3 0 3**

A study of the structure and normal functions of the human body and its systems. Emphasis will be placed upon the interrelated functions of the various parts and systems of the body. Bones, organs, muscles, fluids and nerves will be considered. Medical Terminology will be included.

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**SOC 102                      Principles of Sociology                      3   0   3**

This introductory course is designed to provide the student with a capability to relate fundamental concepts of sociology to the analysis of the major elements of social life: individuals, social situations, and culture. The course focuses on the foundation of social life, diversity and strain, social institutions and organizations, and the sources of change. The student will study patterns of socialization, intergroup and minor group relations, and population growth.

**SOC 108                      Community Resources                      3   0   3**

A study of the resources and service agencies in the community that may be used as a supportive service to the industry, education and other human service institutions. A practicum experience is closely correlated with classroom activities so that students may apply knowledge and skills to an on-the-job learning situation.

**SOC 201                      Principles of Sociology                      5   0   5**

An introductory course designed to impart to the student a knowledge of himself in social context. Interrelationships in such areas as personality, society, and culture are examined. The student is familiarized with major social processes and institutional functions.

**SOC 202                      Marriage and the Family                      5   0   5**

A course designed to provide understanding of family relationships for those unmarried, those contemplating marriage, those married, and prospective counselors of all of them; a functional approach to the interpersonal relationships of courtship, marriage, and family life.

**SOC 215                      Interpersonal Relationships and  
Communications                      3   0   3**

A basic course dealing with interpersonal and communication skills utilized in helping relationships. Examination is made of barriers which prohibit communication and hamper the helping process. The student will learn techniques of interviewing for specific purposes and acquire in working with people.

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**SSC 001                      Government    3   0   3**

A survey of the elements and relationships of local, state, and national governments, with particular emphasis placed upon government of the local level. Comparisons and contrasts will be made of types of local government (county, city), and problems that are unique to each.

**SSC 201                      Social Science    3   0   3**

An integrated course in the social sciences, drawing from the fields of anthropology, psychology, history, and sociology.

**VOC 001                      Vocational Selection    3   0   3**

Designed to assist the student in the identification and selection of a vocational or technical field in which the student should be able to succeed. Emphasis on training, application, testing, interviewing, and job selection. Discussion of types of jobs, personal traits, attitudes, desires, and information sources in securing jobs.

**WLD 1101                      Basic Welding    2   3   3**

Basic Welding will provide an introduction to general welding and cutting. Students will study the theory and practices of basic oxyacetylene and arc welding, to include a study of shop safety, assembly of equipment, cutting, basic welds and joints, which may be applicable to the students' particular trade.

**WLD 1103                      Basic Gas Welding    0   3   1**

Welding demonstrations by the instructor and practice by the students in either the welding shop or the air conditioning shop, utilizing oxyacetylene equipment only. Safe and correct methods of assembling and operating portable welding equipment. Practice will be given in surface and bronze welding, silver soldering and flame-cutting applicable to air conditioning repair work.

**WLD 1103A                      Basic Gas Welding    2   3   3**

Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice will be given for surface welding: bronze welding, silver soldering, and flame-cutting methods applicable to mechanical repair work.

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**WLD 1104      Basic Arc Welding      2   3   3**

The basic operation of AC transformer and DC motor generator arc welding sets is introduced to the student. Welding heats, polarities and different electrodes used in arc welding is thoroughly covered. After the student is capable of running beads, butt and fillet welds are made and tested for strength. Safety procedures are emphasized throughout the course in the use of tools and equipment.

**WLD 1105      Auto Body Welding      2   3   3**

Students perform welding practices on material applicable to the installation of body panels and repairs to doors, fenders, hoods, and deck lids. Emphasis will be placed on accuracy and speed in all welding positions involving electric arc and oxacetylene welding and cutting practices.

**WLD 1112      Mechanical Testing & Certification Practices      1   3   2**

The standard methods for mechanical testing of welds. The student is introduced to the various types of tests and testing procedures and performs the details of the test which will give adequate information as to the quality of the weld. Types of tests to be covered are: Bend; destructive; free-bend; guided-bend; nick-tear; notched-bend; tee-bend; nondestructive; V-notch; charpy impact, etc. Also involves practice in welding the various materials to meet certification standards. The student uses various tests including the guided-bend and the tensile strength tests to check the quality of his work. Emphasis is placed on attaining skill in producing quality welds.

**WLD 1120      Oxacetylene Welding and Cutting      5   15   10**

Introduction to the history of oxyacetylene welding, the principles of welding and cutting, nomenclature of the equipment, assembly of units. Welding procedures such as practice of puddling and carrying the puddle, running flat beads, butt welding in the flat, vertical and overhead position, brazing, hard and soft soldering. Safety procedures are stressed throughout the program of instruction in the use of tools and equipment. Students perform mechanical testing and inspection to determine quality of the welds.



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**WLD 1121                  Arc Welding    3     9     6**

The operation of AC transformers and DC motor generator arc welding sets. Studies are made of welding heats, polarities, and electrodes for use in joining various metal alloys by the arc welding process. After the student is capable of running beads, butt and fillet welds in all positions are made and tested in order that the student may detect his weaknesses in welding. Safety procedures are emphasized throughout the course in the use of tools and equipment.

**WLD 1122                  Commercial and Industrial Practices    3     6     5**

Designed to build skills through practices in simulated industrial processes and techniques: Sketching and laying out on paper the size and shape description; listing the procedure steps necessary to build the product; and then actually following these directions to build the product. Emphasis is placed on maintenance, repairing worn or broken parts by special welding applications, field welding and nondestructive tests and inspection.

**WLD 1123                  Inert Gas Welding    2     3     3**

Introduction and practical operations in the use of inert-gas shield arc welding. A study will be made on equipment, operation, safety and practice in the various positions. A thorough study of such topics as: Principles of operation; shielding gases; filler rods; process variations and applications; manual and automatic welding.

**WLD 1124                  Pipe Welding    4     12     8**

Designed to provide practice in the welding of pressure piping in the horizontal, vertical, and horizontal fixed position using shielded metal arc welding processes according to Sections VIII and IX of the ASME code.

**WLD 1126                  Advanced Arc Welding    2     15     7**

A continuation of good arc welding practices as covered in WLD 1121. Emphasis will be placed on accuracy and speed in all welding positions. All welds will be tested for strength. Safety procedures are emphasized throughout the course in the use of tools and equipment.

# Continuing Education Programs

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# Continuing Education Information

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## **Academic Credit**

In the adult-extension program, the Continuing Education Unit may be awarded on an individual basis. One CEU value is awarded for 10 contact hours of classroom work. Credit is given in the Adult High School Diploma Program. Certificates may be awarded students who successfully complete certain vocational-extension programs.

## **Attendance**

Students are encouraged to attend all classes. For a student to be presented an Attendance Certificate, he must attend at least 80 percent of the classes as well as successfully completing the course.

## **Cancellation**

Robeson Technical College reserves the right to cancel any course which has insufficient enrollment.

## **Admission**

The open door policy is observed regarding requirements for admission to continuing education classes. Any person who is a high school graduate or at least 18 years of age not currently attending a public school, and has the ability to benefit from the program is eligible to apply. Applicants must be in acceptable physical and mental health. Students who wish to transfer from other colleges, technical institutes, secondary and post-secondary institutes, must be eligible to return to the institute last attended. Any exception to this procedure must be approved by the director of continuing education and only then by justifiable cause.

## **Insurance**

An accident insurance policy is available to all students registered in the continuing education program. The policy offers protection for the student en route to class, during class, and en route home.

## **New Classes**

Any class may be started if 12 or more persons are interested and a qualified instructor can be employed.

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### **Registration**

Registration for all adult-extension courses will be completed during the first class session in the classroom assigned for the course. Registration for evening (credit) curriculum courses will be held in September, December, and March in the Student Services office. Every student must have his social security number.

### **Tuition and Fees**

An \$8.00 registration fee for each vocational and academic course and a \$15.00 registration fee for each practical skills and avocational course will be payable at the first class meeting for continuing education courses under these classifications. Individuals 65 years of age or older are exempt from these registration fees. All students are responsible for purchasing books, supplies, and materials necessary for class.

### **Additional Information**

Additional information about adult-extension classes may be obtained from the office of Continuing Education at RTC by calling 738-7101.

## **Community Services**

Robeson Technical College sponsors and promotes a number of community services. These services contribute to the cultural, economic, and civic development of the community. The college may also be host to a number of local, state, and national groups that will conduct seminars and conferences on campus. Lodging, restaurants, and other facilities are located nearby for the out-of-town conferee. Representative community service offerings at the college include seminars and conferences, creative art festivals and exhibitions, musical programs, and speakers' bureau.

### **GENERAL ADULT EDUCATION**

#### **Adult Basic Education**

Adult Basic Education is a program designed to help adults improve their basic skills in reading, writing, speaking, arithmetic, science, and social studies. Classes are organized whenever and wherever there is a justifiable demand for them. Classes in the past have been conducted at Robeson Technical College, Lumberton Junior High School, Pembroke Junior High School, Union Chapel School, Fairmont Housing

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Authority, R. B. Dean School, South Robeson Center, Sheltered Workshop, Deep Branch Elementary School, Prospect School, Four County Center in Fairmont, Union Baptist Church, Parkview Terrace, Mohr Plaza, Orrum School, Red Springs High School, and St. Pauls Day Care Center.

Classes are organized in the following levels:

Level One: Nonreaders through grade four; basic reading, writing, arithmetic.

Level Two: Grade four through grade eight; reading improvement, English expression, social studies, mathematics, science.

Registration is free for all adults who have not completed eighth grade, and textbooks are provided free by the college. All instructional materials used have been prepared with emphasis on individual needs and interests.

### **Adult High School Program**

The Adult High School Program provides a student the opportunity to earn the Adult High School Diploma. Classes are organized whenever and wherever there is a justifiable demand for them.

Transcripts of high school records are required of those students enrolled in the Adult High School classes who have previously attended high school. Copies of these transcripts should be forwarded to the Director of Basic Education, Robeson Technical College.

Registration is free for those adults who have not graduated from high school or who have not passed the GED test, and books are provided by the college.

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An Adult High School Diploma is awarded when test scores indicate that required achievement level has been attained, and when minimum competency objectives have been met as determined by the North Carolina Competency Testing Program, and also when required subject matter has been satisfactorily completed. This subject matter includes reading, English expression, mathematics, science, and social studies. The diploma is awarded locally by the appropriate Board of Education. The Adult Diploma program is approved by the State Board of Education, and meets the requirements for entrance to four-year colleges and other institutions of higher learning.

### **High School Equivalency (GED)**

Another program for the adult who has not completed high school is the High School Equivalency program. A \$5 fee is required prior to testing. Under this plan, individuals may take a series of tests called the General Educational Development tests (GED). Those receiving an acceptable passing score of 225 points with no single test score below 35 and a combined average of 45 will be awarded a High School Equivalency Certificate. This certificate is generally accepted on a basis equal to a high school diploma for employment, promotion, or further education.

The GED test covers five broad areas: English Expression, Literature, Mathematics, Social Studies, and Natural Science, and is administered at the college.

The following requirements must be met before taking the GED test: (1) minimum age, 18, and out of school for six months; (2) is a resident of the State (a resident is defined as a person currently residing in the state, including assignment to a military base in the state); (3) file application on a special form, which is available in the office of Superintendent of Schools or at Robeson Technical College; (4) application endorsed and approved by the Superintendent of Schools or by the appointed R.T.C. staff member; (5) have a valid vocational, educational, or other purpose in applying.

The college, through the Learning Laboratory/Adult High School classes, offers the individual the opportunity to prepare for the GED test.

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Requests for application forms, test dates, or other information should be directed to the Director of Basic Education at Robeson Technical College.

The General Education Development (GED) for high school completion is approved for 726 clock hours for eligible veterans.

### **Learning Laboratory.**

The Learning Laboratory is an approach to education with the use of commercially and locally designed programmed instructional materials, teaching machines, and traditional materials. A person's progress is limited primarily by his/her own ambition, motivation, and ability.

Any person eighteen years of age or older and out of the public school for at least six months with the ability to benefit from the program can enroll in the Learning Lab to prepare for the high school equivalence examinations (GED) or to pursue the Adult High School Diploma.

The coordinator serves as the facilitator in the learning process. Because he/she is trained in programmed and traditional materials, he/she is capable of making educational decisions and directing students through their assignments. The coordinator interviews, counsels and tests the prospective enrollee. The student begins study at his predetermined educational level and advances through the materials at his own rate of speed.

The Learning Lab is approved for eligible Veterans. Studies toward high school completion do not count against training eligibility beyond high school.

The Learning Lab is open from 8:00 a.m. until 10:00 p.m. Monday through Thursday, and 8:00 a.m. until 3:00 p.m. on Friday. Registration will be held the first week in September, December, March and June. Classes are scheduled in the mornings, afternoons, and evenings. To receive credit for the quarter, a student must attend 80 percent of the classes as well as successfully completing all course requirements and pass the North Carolina Competency Test.

Registration is free for those adults who have not graduated from high school or passed the GED test.

# Adult Enrichment Education

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Enrichment education courses are designed to provide educational opportunities for adults for cultural enrichment, self-fulfillment, personal satisfaction, and other general interests.

Any adult who can profit from instruction may enroll. Persons may enroll in either day or evening classes and may enroll in classes on campus, or at other specified areas in the county.

## **AVO 2001                      Art    30 Hrs.**

This course includes the fundamentals of drawing and painting and the different media used. Color theory and composition will be emphasized. Selection, care, and use of supplies and equipment will be taught. 3.0 CEU

## **REL 2001                      Bible    30 Hrs.**

A course designed to be both broad and specific in nature. Student preference and request determine the nature of the course. This course can be a broad look at the Old Testament or the New Testament. It may follow the Sunday School lessons or it may concentrate on one book, one prophet, or one era. The student may contact R.T.C. prior to registration to obtain information on the specific nature of each course. 3.0 CEU

## **HMK 3006                      Cake Decoration, Beginning    30 Hrs.**

A course emphasizing decorating equipment and its use. Students will learn pressure control of decorating utensils, the art of forming decorative flowers and forms, and the art of writing on cakes. Instruction will be provided for decorating cakes for all occasions. 3.0 CEU

## **AVO 2055                      Calligraphy    18 Hrs.**

This course is designed to promote skills and knowledge in the art of creative penmanship. Students will be introduced to working with a broad pen form and construction of basic lettering. During the course the history and development of the alphabet and writing will be presented. Instruction in basic layout and design will be included. 1.8 CEU



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**AVO 2019                      Ceramics    30 Hrs.**

A course introducing the student to the art of ceramics. Pouring of molds, the use of glazes, painting, and kiln operation and firing will be taught. Major equipment is furnished. Students furnish their own supplies and may retain the articles which they make. 3.0 CEU

**AVO 2003                      Crafts, Creative    30 Hrs.**

A hobby type class for the student who wants to learn various crafts. It introduces various crafts including block printing, jewelry making, decoupage, eggery, tole painting, macrame, string art, and various Christmas crafts. 3.0 CEU

**HMK 3011                      Counted Cross Stitch    30 Hrs.**

A course in the art and skill of counted cross stitch. Emphasis will be placed on the methods of transferring a pattern from a printed graph to the different types of material that are available for cross stitching. Students will learn to make items such as pictures, pillows, Christmas decorations, bell pulls and bed spreads. 3.0 CEU

**HMK 3018                      Chinese Cooking, Beginning    30 Hrs.**

A lecture/laboratory class which introduces the student to the Chinese method of cooking with a wok, as well as other types of cooking. Students will be introduced to the correct technique of cutting meats and vegetables, how to isolate the five primary flavors, and how to incorporate flavor, aroma, texture, and color into each dish they prepare. 3.0 CEU

**HMK 3018                      Chinese Cooking, Advanced    30 Hrs.**

A lecture/laboratory class designed to follow Beginning Chinese Cooking where more advanced methods of cooking will be introduced. Some dishes to be included are Mongolian Bar-B-Que, Chinese Duck, Lobster Cantonese, Lemon Chicken, Muu Shu Pork, Sushi and others. 3.0 CEU

**HMK 3010                      Crocheting    30 Hrs.**

A course designed to teach the fundamentals of crocheting. Students will learn abbreviations, pattern terms, and how to follow directions. Instruction will include basic crocheting stitches, the study of yarns, and the construction of simple garments. 3.0 CEU



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**HMK 3022                  Doll Making    30 Hrs.**

This course is designed to teach the fundamentals of doll making. Students will learn to cut their own patterns, put dolls together, stuff, do facial features with embroidery, sew on hair, and make clothes for several different types of dolls. 3.0 CEU

**HMK 3013                  Drapery Making    18 Hrs.**

This course is an advanced sewing class designed to learn the art of making window treatments. Students will learn to properly measure windows and material needed for the window treatment. Instruction will also be given in making lined and unlined draperies. Students will make their own set of draperies as a finished product of this course. 1.8 CEU

**HMK 3015                  Floral Design    30 Hrs.**

Students study and practice the art forms and principles of flower arranging. Areas covered include uses of flowers, containers and accessories, design principles, color and texture, and arrangement for special occasions. Methods of flower and greenery preservation will be taught. 3.0 CEU

**HMK 3016                  Flower Arranging    36 Hrs.**

A course designed to promote skills and knowledge in Japanese Flower Arranging through the application of appropriate principles and techniques. Students will learn methods of design and a brief history of the meaning of placement. The appropriate type containers for each design will be discussed. Instructor will encourage students to participate in doing their own arrangements. 3.6 CEU

**AVO 2012                  Group Piano    30 Hrs.**

This course is designed as a lecture/laboratory class. It is highly structured, providing valid theory for all music, with the piano as the specific instrument. The adult begins with elementary note reading; goes to multiple note reading, from simple to complex time. All key signatures are learned, as well as all major scales one octave ascending and descending. The student will learn how to build major, minor, augmented, diminished, dominant seventh chords, and the recognition of their chord symbols. Individual time at the keyboard is structured into the course itself. 3.0 CEU

AVO	2022	Guitar	30 Hrs.
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## Guitar

30 Hrs.

This course is designed as a lecture/laboratory class to prepare a solid foundation in guitar by using the classical approach. This approach requires the student to learn both the notes and the chords, thus leaving the musician with a complete understanding of the capabilities of his instrument. 3.0 CEU

<b>HMK 3023</b>	<b>Interior Design</b>	<b>30 Hrs.</b>
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## Interior Design

30 Hrs.

A course designed to achieve beauty and comfort in the home. Emphasis will be placed on furniture styles, use of color and design in fabrics, floor coverings, and accessories. It includes a study of room arrangement and current trends. Practical application of the basic design elements will be related to student needs and interests. 3.0 CEU

<b>HMK 3025</b>	<b>Knitting, Beginning</b>	<b>30 Hrs.</b>
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# Knitting, Beginning

**30 Hrs.**

A course designed to teach the fundamentals of knitting. Students will learn abbreviations, pattern terms, and how to follow directions. Instruction will include basic knitting stitches, the study of yarns, and the construction of simple garments. Students are required to furnish needles and thread. 3.0 CEU

<b>HMK 3022</b>	<b>Lingerie</b>	<b>30 Hrs.</b>
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## Lingerie

**30 Hrs.**

This course is designed for students interested in making lingerie. Emphasis will be placed on pattern making, marking, cutting and preparing material to be sewn. Students will learn how to apply lace and proper ways of finishing each piece. Students will also be made aware of how much money can be saved by making lingerie. 3.0 CEU

<b>AVO</b>	<b>2024</b>	<b>Macrame</b>	<b>30 Hrs.</b>
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## Macrame

**30 Hrs.**

This course is designed to teach students the techniques of tying knots as they are applied to Macrame crafts. The end product is used for flower pot hangers, wall hangings, pocketbooks, etc. Different types of yarns will be discussed as they apply to Macrame. 3.0 CEU

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**HMK 3039                      Microwave Cooking                      18 Hrs.**

This course is designed to develop a better understanding of how microwaves work as a method of cooking. Students will learn how to cook using the microwave, what foods cook best, how to prepare foods, and which methods of cooking to use. Emphasis will be placed on converting conventional recipes, using the cooking probe, the browning dish, the turntable, cook powers, cook temperatures, and how to program the microwave. Foods will be prepared each night for the students to sample. 1.8 CEU

**HMK 3030                      Needlepoint                      30 Hrs.**

Instruction in the fundamentals of needlepoint. Instruction will include types of stitches, use of kits, and original designs on needlepoint canvas. Students will learn abbreviations, symbols, and terms, and how to follow directions. Students will work on simple projects of their choice. 3.0 CEU

**HMK 3045                      Parent-Child Relations                      24 Hrs.**

A course designed to increase self-esteem, improve family communication, and improve attitudes. Emphasis will be placed on recognizing and handling feelings, dialogue between parent and child, self-esteem, discipline and problem solving, values, and sex education and human sexuality. 2.4 CEU

**HMK 3040                      Party Foods                      30 Hrs.**

A course designed for adults placing stress on foods to be served at special parties, such as teas, receptions, and coffee hours. It will include suggestions for beverages of different types, and all sorts of "finger food" as well as some ideas for refreshments of a more substantial nature. 3.0 CEU

**ART 2011                      Photography                      30 Hrs.**

This course is designed to introduce basic principles of how a camera works to the non-professional photographer. Students will learn "tricks of the trade" for improving home pictures. There will be a brief introduction of the darkroom and methods of processing film. 3.0 CEU

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**AVO 2035                  Pottery    30 Hrs.**

This course is designed to demonstrate techniques involved in producing clay products by using the hand wheel and the electric wheel. Elements of design and methods of decorating will be included. 3.0 CEU

**HMK 3031                  Quilting    24 Hrs.**

A course designed for students interested in quilting and applique. Emphasis will be placed on pattern making, piecing, marking, cutting, preparation for sewing, stitching and finishing. Students will learn to make a pillow and a quilt, using the lap quilting technique. 2.4 CEU

**HMK 3022                  Smocking    24 Hrs.**

This course is designed to teach the fundamentals of smocking. Instruction will include two methods of hand smocking; (1) using a pleater, (2) transferring dots to materials. The instructor will have a variety of samples for students to see; such as, children and adult clothing, and Christmas ornaments. 2.4 CEU

# Occupational Extension Education

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Occupational education extension courses are designed to serve adults who are employed or are seeking employment at the skilled, technical, and paraprofessional levels. Persons in professional occupations may also profit from such instruction by learning of new developments in their field.

Any adult 18 years of age or older and no longer in high school who can profit from instruction may enroll. Persons who are employed normally attend training during their nonworking hours to increase their skills and understanding, to improve their competency, and qualify for advancement.

## **Agriculture**

Robeson Technical College offers courses in agricultural and biological areas to prepare students, including employed adults who need training or retraining for employment in agriculture or agricultural-related occupations. Most of the courses are vocational in nature and mainly designed for farmers, part-time farmers, and rural homeowners interested in acquiring skills in such courses as:

Agricultural Mechanics	Farmstead Wiring
Basic Bricklaying	Landscaping
Basic Welding	Ornamental Horticulture
Boat Construction	Residential Wiring
Electric Motor Repair	
Farm Mechanics	

## **Health Occupations**

Robeson Technical College offers Health Education courses that are designed to provide instruction for anyone interested in the improvement of health services to upgrade themselves in their professions or for persons desiring to enter a profession in one of the health occupation fields.

Nurses Assistant	Cardiopulmonary Resuscitation
Emergency Medical Technician	Mental Health
Nurses Assistant Refresher	Patient Attendant
Practical Nurse Refresher	Prenatal Care
Registered Nurse Refresher	First Aid and Personal Safety
First Responder	

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## **Emergency Medical Technician**

In cooperation with the North Carolina Department of Human Resources, Office of Emergency Medical Services, Robeson Technical College offers ambulance training to meet minimum standards as established by OEMS.

The EMT program should be of particular interest to public and private ambulance attendants, rescue squads, firemen, law enforcement officers, and the general public. Areas of study are:

- The EMT - His Role and Responsibilities
- Airway Obstruction and Pulmonary Arrest
- Mechanical Aids to Breathing and Pulmonary Resuscitation
- Cardiac Arrest
- Bleeding, Shock, Airway Care, Pulmonary Resuscitation, and Cardiopulmonary Resuscitation
- Wounds
- Fractures of the Lower and Upper Extremities
- Injuries to the Face, Head, Neck, and Spine
- Injuries to the Eye, Chest, Abdomen, Pelvis, and Genitalia
- Childbirth and Problems of Child Patients
- Lifting and Moving Patients
- Environmental Emergencies
- Operations - Driving, and Maintaining an Emergency Vehicle

## **Fire Service Training**

Robeson Technical College offers fire training to both volunteer and career firefighters. This training, taken directly to the local fire departments, allows the firefighters to be trained as an organized group utilizing equipment ordinarily used in controlling fire.

Instruction offered by the Fire Service Training program covers nearly every phase of firemanship. Courses are designed not only to develop necessary skills, but also to develop the firefighter's initiative and judgment, safe habits, and correct situation experiences. Materials and texts used are those approved by the International Fire Service Training Association. Fire Service Training includes the units of firefighting listed below. The order in which the units are studied is left to the discretion of each fire department.



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<b>Minimum Hours</b>	
Introduction to Firefighting	42
Forcible Entry	9
Rope Practices	6
Portable Fire Extinguishers	9
Ladder Practices	9
Hose Practices	12
Salvage and Overhaul Practices	9
Fire Stream Practices	12
Fire Apparatus Practices	12
Ventilation	9
Rescue Practices	12
Protective Breathing Equipment	9
Firefighting Procedures	12

In addition to the standard units of training, the following specialized courses are offered:

Teacher Education	LP Gas Emergencies
Arson Detection	Hospital Fire Safety
Fire Brigade Training for Industry	Officer Training
First Aid for Firemen	Home Fire Safety
Civil Disorder	Radiological Monitoring
Emergency Medical Technician	Area Fire School
Bombing and Bomb Threats	Hazardous Materials Emergencies
Care of Burns	Radio Communication
CPR	First Responder

### **Law Enforcement Training**

Robeson Technical College offers many courses in Law Enforcement Training. The goal is to promote and provide adequate training and education courses in legal and technological fields that will keep law enforcement officers abreast of advancements in law enforcement techniques. Introduction to Police Science embraces a total of 19 divisions with a minimum of 240 hours of instruction. Major divisions are:

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History and Constitutional Law  
Introduction to Criminal Law  
First Aid  
Laws of Arrest  
Laws of Search and Seizure  
Laws and Rules of Evidence  
General Criminal Investigation  
Motor Vehicle Accident Reporting  
Motor Vehicle Laws  
Liquor Laws  
Recognition and Identification of Drugs-Drug Abuse  
Fundamentals of Supervision  
Laws Related to Riot and Civil Disorder  
Court Structure and Procedures  
Report Writing  
Juveniles  
Defensive Tactics  
Patrol Operations  
Public Relations

In addition to these courses, Robeson Technical College offers the following special law enforcement courses designed for those now engaged in law enforcement activities.

Fingerprinting  
Criminal Investigation  
Narcotics Seminar  
Civil Liabilities  
Breathalyzer School  
Firearms School  
Bomb Threat and Disposal Training  
Jail Administration School  
Radar School  
Supervision for Law Enforcement Officers  
Riot Control and Civil Disturbances  
Emergency Medical Technician  
First Responder  
Hostage Negotiations

# Training for New and Expanding Industries

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One of the basic objectives of Robeson Technical College is to stimulate the creation of more challenging and rewarding jobs for the people of our area by providing a customized training service to new and expanding industries. Subject to only minimal limitations, this institution, in cooperation with the Industrial Services Division of the State Department of Community Colleges, will design and administer a special program for training the production manpower required by any new or expanding industry creating new job opportunities in North Carolina.

This program includes the following services:

1. Consultation in determining job descriptions; defining areas of training; and in developing appropriate course outlines, training schedules, and materials.
2. Selecting and training of instructors. These instructors may be recruited from the company and from outside sources.
3. Payment of instructors' wages for the duration of the training program.
4. Provision of suitable space for a temporary training facility prior to the completion of the new plant, should such temporary space be required. This may be space with Robeson Technical College or leased space in the community.
5. Assumption of installation cost of equipment in the temporary training facility.
6. Payment of one-half the cost of nonsalvageable materials expended in the training program.

The purpose of this service is to help a new or expanding industry meet its immediate manpower needs and to encourage each industry to develop a long-range training program of its own to satisfy its continuing replacement and retraining needs.

For further details of this service, please contact the President, Robeson Technical College, or the Director, Industrial Services Division, North Carolina Department of Community Colleges, Raleigh, North Carolina.

# Cooperative Skills Training

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In this time of rapidly advancing technology and automation, the upgrading and retraining of the current industrial work force is imperative. Robeson Technical College has a program to accomplish this very purpose. The Cooperative Skills Training program works very closely with the industries in Robeson County to assess their training needs and develop programs specifically designed to respond to those needs.

Cooperative Skills training allows the freedom to select the exact means and methods which will get the training done when and how industry wants it. There is no minimum or maximum length of training. There are no minimum or maximum number of students.

This program is flexible enough to address both the general training needs of the industrial community and the specific needs of individual companies.

For further details of this program, please contact the coordinator, Cooperative Skills Training.

# Occupational Course Descriptions

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**PML 3100      Activity Coordinator Training      48 Hrs.**

This course is designed for nursing home, rest home, and family care home administrators and activity coordinators. Upon completion of the course, participants will meet the state minimum licensing standards for Homes for the Aged and Family Care Homes of North Carolina. The course provides for training to develop and coordinate activities for aging citizens that will motivate these individuals to continue an active, fulfilling, and longer life. 4.8 CEU

**AHR 3005      Air Conditioning and Refrigeration      84 Hrs.**

This course provides instruction in understanding the theory behind the installation and equipment necessary to air conditioning and refrigeration units as well as giving practical experience in repairing these systems. 8.4 CEU

**MEM 3510      Appliance Repair, Small and Major      84 Hrs.**

Training in small and major appliance service and repair, including basic electricity as it applies to small and major appliance controls and operation, with shop work on toasters, fans, vacuum cleaners, electric irons, mixers, blenders, etc. 8.4 CEU.

**MEM 3519      Auto Body Repair      84 Hrs.**

A course to give the student some experience in minor repairs of dents, and straightening or replacing fenders on cars and trucks. Emphasis will be placed on sanding, taping, painting and finishing of parts repaired. 8.4 CEU

**MEM 3521      Auto Engine Tune - up      84 Hrs.**

A study of engine performance with emphasis on diagnostic methods of testing plugs, points, condensers, electrical systems, and carburetors. Modern testing equipment will be used to diagnose trouble with practical problems in troubleshooting. 8.4 CEU

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**DMK 3203            Banking, Principles of            45 Hrs.**

This course presents the fundamentals of bank functions in a descriptive fashion. The beginning student in bank education can learn each different function of banking and see how all functions fit together. It deals with the "what" and "why" of banking, rather than the "how." Principles of Banking is an excellent course to obtain a broad overview of banking for all levels of bankers and students. 4.5 CEU

**MEM 3526            Boat Construction            92 Hrs.**

A course designed to teach the student how to construct and build a one-man or two-man plywood boat. Topics covered in practical application will include laying out, cutting, fitting, flueing, and nailing the necessary parts together. Finishing the boat with sanding, varnishing and painting methods will also be covered. 9.2 CEU

**BPR 3001            Blueprint Reading            72 Hrs.**

A course presenting principles of interpreting blueprints and specifications common to the building trade. Practice in reading details for grades, foundations, floor plans, walls, doors, windows, and roofs will be included. 7.2 CEU

**MAS 3001            Bricklaying, Basic            84 Hrs.**

Bricklaying involving the practices and methods of the masonry trade. Analysis, demonstration, and discussion are used to improve fundamental techniques in mixing and stringing mortar; laying bricks and blocks; masonry cutting materials; masonry and metal bonding; corner and wall construction. 8.4 CEU

**MEM 3517            Cabinet Making, Introduction            84 Hrs.**

A course introducing skills for cabinet making. Hand and power wood-working tools will be introduced and utilized by the students. Lectures, demonstrations, and student practical applications concerning cabinet making will take place. This course is designed for the home owner. 8.4 CEU



A course covering the fundamentals of all phases of carpentry. Included in the topics to be studied are: hand tools, use of framing square, laying out, cutting joints framing and remodeling. The student will spend a large amount of time in practical application working with hand tools. 8.4 CEU

This course deals with the types of materials used, tools needed, preparation of chair, patterns, and methods used in chair seat weaving. It gives an opportunity for practical experiences working with cane or rush bottoms for chairs and stools. 7.2 CEU

This course is designed to introduce the student to basic terminology, concepts, and principles of business data processing, and programming. Emphasis will be placed on the basic ideas that the student should master in preparation for learning a programming language.

4.5 CEU

This course is designed for anyone who comes in contact with a dying person or family member who is facing death. It covers such topics as: fear of death, reactions to death, handling grief, sudden death, death of a child, techniques for working with the terminally ill, religious or spiritual aspects of death, and funeral customs and services. 3.0 CEU

An introduction to drafting and the study of drafting practices. Instruction is given in the selection, use and care of instruments, single-stroke lettering, applied geometry and freehand sketching consisting of orthographic and pictorial drawings. 8.4 CEU

A course covering winding of starters, turning of commutators, replacing of bearings, replacing and repair of switches, wiring of motors, replacing of brushes, replacing safety switches, commutator testing, check for shorts and grounds and balancing rotors and armatures. 8.4 CEU

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**AUT 3002      Engine Rebuilding [Gasoline]      84 Hrs.**

A course stressing the construction and operation of components of internal combustion engines, testing of engine performance, servicing and maintenance of pistons, valves, cams, camshafts, oil pumps, fueling, lubrication, exhaust and electrical systems. The student will practice testing for problems before the engines are serviced to enable him to diagnose problems before overhaul. 8.4 CEU

**AGR 3402      Farriering      84 Hrs.**

A course designed to familiarize horseowners with the basic art of farriering to include: the anatomy of the foot, handling the feet, trimming the hoof, the shoe, and nailing the shoe. 8.4 CEU

**HEA 3001      First Aid, Multimedia      18 Hrs.**

A course taught by an American Red Cross approved instructor and open to anyone interested in learning how to care for the injured. Among the topics covered are: bandage application, use of tourniquets and temporary splints, care of eye and burn injuries, safe usage and storage of medicines and artificial respiration. 1.8 CEU

**HEA 3001      First Aid [Standard]      21 Hrs.**

A course taught by an American Red Cross approved instructor and is open to anyone interested in learning how to care for the injured. Among the topics covered are: bandage application, use of tourniquets and temporary splints, care of eye and burn injuries, safe usage and storage of medicines and artificial respiration. (This course is designed to be taught without the aid of media materials.) 2.1 CEU

**DMK 3600      Forklift Operator      8 Hrs.**

The course includes instruction in the following topics: capabilities of the equipment and attachments; purpose, use, and limitations of controls; how to make daily checks; practice in operation of vehicles through their functions; safety standards. Upon completion of the training sessions, the student will qualify for a license to operate an industrial truck. .8 CEU

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**AUT 3007      Front End Alignment and Wheel Balancing      84 Hrs.**

The theory and practice of front end alignment and balancing techniques of wheels and tires, stressing the importance of a completely balanced system as related to efficient and economical operation of the automobile. 8.4 CEU

**MIC 3409      Furniture Refinishing      72 hrs.**

Furniture refinishing is a basic course dealing with the skills of repairing and refinishing furniture. Students will be taught how to remove damaged finishes and apply a variety of new finishes. 7.2 CEU

**AHR 3004      Gas and Oil Burner Servicing      84 Hrs.**

Instruction for servicemen, steam fitters, sheet metal men and others in the construction and operation of various types of heating equipment, such as high pressure oil burners, installation of conversion burners, servicing of nozzles, electrodes and pumps, and basic controls and circuits. 8.4 CEU

**MIC 3410      Ground School for Pilots      51 Hrs.**

A course including all necessary flight preparatory information, including flight theory, aircraft performance, air traffic rules, radio navigation, flight planning, weather interpretation, and radio communication procedures. Upon completion of the course, students should be prepared to complete successfully the F.A.A. Private Pilot written examination which will be offered. 5.1 CEU

**AGR 3001      Home Gardening      84 Hrs.**

A practical course for the homeowner who wishes to have a vegetable garden, small or large. The course will deal with soil preparation, layout of the garden, planting, fertilization, weed and pest control, and harvesting. Some of the vegetable crops dealt with are asparagus, greens (Spinach, collards, mustard), salad crops (lettuce, celery), root crops (turnips, potatoes, radishes, beets, carrots). Other crops are beans, peas, tomatoes, and peppers. 8.4 CEU

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**PSY 2001 Human Relations 20 Hrs.**

Presenting the fundamental principles of good supervisor-employee relations and concrete elements which simplify and clarify the complicated subject of human reaction. Material presented has been drawn from the work experiences of successful supervisors who have recognized and practiced the principles of good human relations. 2.0 CEU

**TEX 3010 Industrial Sewing Machine Mechanics 60 Hrs.**

The course introduces the students to the various types of industrial sewing machines used in area manufacturing plants and to the service manuals, guides, tools, and equipment necessary for troubleshooting and service. A study of one-, two-, three-, and four-thread needle machines and the types of needles and yarns needed with each will be covered. Dismantling, reassembly, troubleshooting, and repairs will be a major part of the course. Timing for single and multiple needle machines will also be covered. 6.0 CEU

**AGR 3303 Landscaping 72 Hrs.**

A course to help the student understand the importance of basic planning in developing the landscape, lawn and shrubbery arrangement. Instruction during the quarter will cover planting, fertilizing, pruning, and care of ornamental plants. 7.2 CEU

**AGR 3101 Mechanics, Farm 84 Hrs.**

A basic course offered in conjunction with the Vocational Agriculture Departments in the county for adult farmers and homeowners interested in the broad areas of mechanics. Among the topics covered are carpentry, welding, electricity, plumbing, gasoline engines, electric motors and farm machinery. Each student will be able to spend a certain amount of time in the area of his choice. 8.4 CEU

**ELC 3001 National Electrical Code 45 Hrs.**

A course based on the National Electrical Code, designed to prepare the experienced electrician for a licensing examination. The course will review the basic principles of electricity and offers a thorough study of the National Electric Code and the North Carolina regulations governing electrical work. 4.5 CEU

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**NUR 3022                  Nurses Assistant                                  91 Hrs.**

A course designed to enable the nurses assistant to play her part in the health team by assisting the professional nurse in giving bedside care to selected patients. The student is taught to give bedside care by lecture, demonstration, and supervised practice in the nursing laboratory. 9.1 CEU

**HOS 3023                  Nutrition and Menu Planning                                  60 Hrs.**

This class is designed to train students in the art and science of quantity food preparation with particular emphasis on institutional food service. The students will also study how to give their meals the gourmet touch by means of subtle flavoring, herbs, and spices. 6.0 CEU

**PLU 3003                  Plumbing, Basic    84 Hrs.**

Instruction for those having no previous training in plumbing practice, nor special knowledge of the requirements, but who wish to plan, install and maintain simple plumbing systems in accordance with good practice. Included in the topics covered are closets, traps, vents, sewers, valves, faucets, pipe fittings, pipe cutting and threading, and roughing in a complete plumbing system. 8.4 CEU

**MIC 3404                  Prenatal Care [Lamaze Childbirth Techniques]                                  18 Hrs.**

This course is designed to prepare expectant parents mentally and physically for labor and delivery, and to teach them about pregnancy and early child care. Material covered includes: anatomy and physiology of pregnancy and fetal development; what happens during labor and delivery; post-partum period; early baby care; breastfeeding; adjustment to parenthood; the Lamaze technique of active relaxation and breathing techniques for labor and delivery; and a film depicting the Lamaze technique and a live birth. It is suggested that the course be taken by both parents during the last three months of pregnancy, but mothers may take the course without the baby's father. 1.8 CEU



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**BUS 3106 Principles of Supervision 42 Hrs.**

Discussion in depth of the principles of organization and management. Practical approaches to business needs of planning, directing, organizing, coordinating, and controlling are stressed. Students explore in detail the supervisor's responsibility for differentiating jobs, delegating authority, planning, decision-making, and improving his personal efficiency. 4.2 CEU

**DMK 3502 Real Estate Prelicensing Program 132 Hrs.**

This course will cover sale, promotion, contracts, legal aspects, and other relevant subjects of real estate sales. It should benefit property owners and real estate personnel, and be helpful to those desiring to become licensed realtors. 13.2 CEU

**AHR 3005 Refrigeration, Introduction to 84 Hrs.**

A course to teach terminology, laws of refrigeration, absolute pressure and temperature, energy conversion units, specific and latent heat, refrigeration cycle, tools, and methods applicable to refrigeration. 8.4 CEU

**ELC 3002 Residential Wiring 84 Hrs.**

Instruction and application in the fundamentals of blueprint reading, planning, layout and installation of wiring in residential applications, such as services, switch boards, lighting, fusing, wire sizes, branch circuits, conduits, and National Electric Code regulation in actual buildings. 8.4 CEU

**TEX 3010 Sewing Machine Mechanics 72 Hrs.**

This course introduces the students to the various types of industrial sewing machines used in area manufacturing plants and to the service manuals, guides, tools, and equipment necessary for troubleshooting and service. A study of one, two, three, and four thread needle machines and the type of needles and yarns needed with each will be covered. Dismantling, reassembly, troubleshooting, and repairs will be a major part of the course. Timing for single and multiple needle machines will also be covered. 7.2 CEU



*We need to list all possible continuing Ed courses  
to stimulate interest -*

**LAN 2009 Sign Language and Manual Communication 24 Hrs.**

This class is designed to teach communication skills through a minimum vocabulary of signs. A knowledge of the basic signs used by deaf people today is taught through games, songs, and drills. The two types of vocabulary include hearing people's way of signing as well as deaf people's way of signing. 2.4 CEU

**MEM 3504 Small Engine Repair 84 Hrs.**

A course teaching preventive maintenance, troubleshooting, and repair of two- and four-cycle, one-cylinder gasoline engines, and their power train auxiliary engines used in industry and elsewhere. 8.4 CEU

**CIV 3004 Surveying 72 Hrs.**

A study of basic instrumentation and topography. Students will be exposed to surveying through lecture, demonstration, and practical application. Material to be covered will be profile leveling, cross sections, earthwork computations, transit stadia and transit-tape surveys. 7.2 CEU

*Taxidermy*

**TEX 3014 Upholstery 84 Hrs.**

A course designed to help beginning students understand the basic principles of upholstering, and to give them opportunities to upholster a simple home furnishing. Automotive upholstery will be covered in this course also. 8.4 CEU

**CIV 3005 Wastewater Resources 78 Hrs.**

An introductory course covering the history of wastewater disposal methods, origins of wastewater, terminology, types of sewers, wastewater treatment processes, objectives of primary treatment, and objectives of secondary treatment. 7.8 CEU

**WLD 3004 Welding, Basic 84 Hrs.**

A course concentrating on the use of AC and DC welding equipment. Welding heats, polarities and electrodes in joining various metals, together with practice in running various welding beads. Safety procedures are emphasized throughout the course in the use of tools and equipment. The student will also acquire practice in using the oxyacetylene torch for cutting, welding and brazing. 8.4 CEU



